

2016

# Southern Adventist University Graduate Handbook & Planner 2016-2017

Southern Adventist University

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**Graduate**  
**HANDBOOK**  
**& PLANNER**

2014  
2015  
**2016**  
**2017**  
2018  
2019



Power for Mind & Soul



**SOUTHERN ADVENTIST UNIVERSITY**  
NURTURES CHRISTLIKENESS, TRADITIONAL  
SEVENTH-DAY ADVENTIST VALUES, ACADEMIC  
EXCELLENCE, AND A LIFELONG PURSUIT OF  
TRUTH, WHOLENESS, AND SERVICE.



**Power for Mind & Soul**

Post Office Box 370  
Collegedale, TN 37315  
423.236.2000 • southern.edu

# GRADUATE ACADEMIC PLANNER



2 0 1 6 - 2 0 1 7

**Name:** \_\_\_\_\_

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**SOUTHERN ADVENTIST UNIVERSITY**  
WILL PROTECT THE ACADEMIC, SPIRITUAL,  
SOCIAL, PERSONAL, AND CORPORATE  
RIGHTS OF OUR STUDENTS.

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<b>ACADEMIC</b>	Southern will provide substantive academic programs that are clearly communicated and are responsive to the educational needs and concerns of our students.
<b>SPIRITUAL</b>	Southern will promote the spiritual development of our students through the values we espouse, programs we present, and individual nurturing we provide.
<b>SOCIAL</b>	Southern will treat our students with dignity and cultivate an environment of respect for individuals, including privileges of expression and assembly in harmony with university standards.
<b>PERSONAL</b>	Southern will provide our students opportunity for development of personal potential by articulating and practicing high standards of healthful living, wellness, and entertainment.
<b>CORPORATE</b>	Southern will clearly communicate what is required for all members of the university community and will apply our regulations with fairness, timeliness, and confidentiality.

## **STUDENT COMMITMENT TO RESPONSIBLE CONDUCT**

**AS A STUDENT AT**

**SOUTHERN ADVENTIST UNIVERSITY**

**I WILL CONSISTENTLY COMMIT MYSELF TO  
ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL,  
AND CORPORATE RESPONSIBILITY.**

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- |                  |  |
|------------------|--|
| <b>ACADEMIC</b>  | I will follow directions in the university catalog and will apply my best effort to my academic program with inquisitiveness, propriety, honesty, and integrity. I will promote the same conduct among my peers.   |
| <b>SPIRITUAL</b> | I will honor the university mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment.   |
| <b>SOCIAL</b>    | I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.   |
| <b>PERSONAL</b>  | I will develop high standards of personal health, wellness, and entertainment and will promote the same for other members of the university community. I will avoid alcohol, tobacco, improper drug use, and sex outside of marriage.  |
| <b>CORPORATE</b> | I will actively participate in the corporate life of the university, taking initiative to meet all my duties under its regulations. I will follow the policies and standards of the Student Handbook, which includes financial obligations, program and class attendance, appropriate dress and behavior, vehicle procedures, and fulfillment of my designated role as a member of this residential community. |

# helpful information

## Phone Numbers, Services, Operating Hours

To use a campus phone, dial 8 before the phone number,  
all numbers use the (423) area code.

<b>General Information .....</b>	<b>236.2000</b>
<b>Academic Administration .....</b>	<b>236.2805</b>
Oversees management all of academic areas of campus	
Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5:30 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Academic Technology .....</b>	<b>236.2086</b>
See eClass Support	
<b>Admissions .....</b>	<b>236.2844</b>
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
<b>Adventist Book Center <i>adventistbookcenter.com</i> .....</b>	<b>396.2814</b>
Sunday, 10 a.m.-5 p.m.	
Monday-Thursday, 9 a.m.-6 p.m.	
Friday, 9 a.m.-3 p.m.	
<b>Audio Visual .....</b>	<b>236.2411</b>
Monday-Friday, 8 a.m.-5 p.m.	
<b>Campus Safety <i>southern.edu/campusafety</i> .....</b>	<b>236.2100</b>
Campus Safety personnel are available 24 hours a day, seven days a week.	
Services include: vehicle registration, motorist assists, life safety and	
crime investigation, lost and found, and safety escorts.	
Email <a href="mailto:campussafety@southern.edu">campussafety@southern.edu</a>	
Monday-Thursday, 7:30 a.m.-5:30 p.m.	
Friday, 7:30 a.m.-1 p.m.	
<b>Campus Shop <i>saucampusshop.com</i> .....</b>	<b>236.2152</b>
Textbooks, school supplies, bath/beauty products, cards/gifts, South-	
ern apparel	
Monday-Thursday, 8:30 a.m.-5:30 p.m.	
Friday, 8:30 a.m.-12:30 p.m.	
<b>Career Services .....</b>	<b>236.2078</b>
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Cashier .....</b>	<b>236.2826</b>
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	

Chaplain's Office and Campus Ministries .....	236.2787
Pastoral care, outreach activities; Student Missions; uQuest Missions; Vespers; and LifeGroups	
Monday-Thursday, 9 a.m.-5 p.m.	
Friday, 9 a.m.-12 p.m.	
Collegedale Church .....	396.2134
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Vespers, 8 p.m., Church	
Church Services:	
Adoration, 9 a.m., 10:15 a.m., Renewal, 11:35 a.m.	
Connect, 11:30 a.m., Collegedale Academy	
Collegedale Credit Union <i>collegedale.org</i> .....	396.2101
Drive-thru open 7:30 a.m.-closing	
Sunday, 11 a.m.-2 p.m.	
Monday-Wednesday, 8 a.m.-4 p.m.	
Thursday, 8 a.m.-6 p.m.	
Friday, 8 a.m.-2 p.m.	
Collegedale Police (non-emergency) .....	396.3133
Collegedale Post Office .....	396.9498
Monday-Friday, 9 a.m.-4 p.m.	
Closed: Saturday, Sunday, and Holidays	
Computer Labs	
Business/English (Brock Hall 3rd floor, check posted schedule for hours)	236.2599
Computing (Check posted schedule for hours)	
Advanced Computing Lab (Hickman 118)	
Computing Lab (Hickman 116) .....	236.2706
Computer Lab: Summerour Hall .....	236.2778
For Reservations, contact .....	236.2415
Journalism Mac Lab (Brock Hall 1st floor, check posted schedule for hours)	236.2334
Library .....	236.2788
Sunday, 12 p.m.-12 a.m.	
Monday-Thursday, 7:45 a.m.-12 a.m.	
Friday, 7:45 a.m.-2 p.m.	
Nursing (Check posted schedule for testing, holidays, and summer) ..	236.2940
Sunday, 11 a.m.-9:45 p.m.	
Monday-Thursday, 8 a.m.-9:45 p.m.	
Friday, 8 a.m.-2:45 p.m.	
Departments and Schools (Academic)	
Departments	
Allied Health .....	236.2926
Biology .....	236.2926
Chemistry .....	236.2931
English .....	236.2381
History & Political Studies .....	236.2381
Mathematics .....	236.2874



<b>Modern Languages .....</b>	<b>236.2221</b>
<b>Lab .....</b>	<b>236.2742</b>
<b>Physics .....</b>	<b>236.2669</b>
<b>Technology .....</b>	<b>236.2860</b>
<b>Schools .....</b>	
<b>Business .....</b>	<b>236.2527</b>
<b>Computing .....</b>	<b>236.2936</b>
<b>Education and Psychology .....</b>	<b>236.2765</b>
<b>Journalism and Communication .....</b>	<b>236.2330</b>
<b>Editing Lab .....</b>	<b>236.2333</b>
<b>Photography Lab .....</b>	<b>236.2933</b>
<b>Music .....</b>	<b>236.2880</b>
<b>Nursing .....</b>	<b>236.2940</b>
<b>Learning Resource Center (LRC) .....</b>	<b>236.2970</b>
<b>Skills Lab .....</b>	<b>236.2969</b>
<b>Physical Education, Health, and Wellness .....</b>	<b>236.2850</b>
<b>Religion .....</b>	<b>236.2976</b>
<b>Social Work .....</b>	<b>236.2768</b>
<b>Visual Art and Design .....</b>	<b>236.2732</b>
<b>Dining Hall Menu.....</b>	<b>236.2399</b>
Sunday, Closed	
Monday-Friday, 6:30 a.m.-6:30 p.m.	
Saturday, 12 p.m.-2 p.m.	
<b>Disability Support Services dss@southern.edu .....</b>	<b>236.2574</b>
Facilitates equal access for students with disabilities and learning differences.	
Monday-Wednesday, 8 a.m.-5 p.m.	
Thursday, 8 a.m.-11 a.m., 2-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>eClass Support .....</b>	<b>236.2086</b>
Technical support for eClass, clickers, and Turnitin assignments is available	
Monday-Thursday, 8 a.m. -5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Emergency (ambulance, fire, or police) .....</b>	<b>911</b>
<b>Enrollment Management .....</b>	<b>236.2835</b>
Financial aid awards, scholarships, federal work-study, student loans, summer camp scholarships, annual application forms, financial aid counseling	
Monday, Wednesday, Thursday, 8:30 a.m.-4:30 p.m.	
Tuesday, 8:30 a.m.-8 p.m.	
Friday, 8:30 a.m.-12 p.m.	
<b>First Year Experience .....</b>	<b>236.2575</b>
Program for first year undergraduate students	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	

<b>Graduate Studies .....</b>	<b>236.2694</b>
<b>Processes applications for students seeking admission into Graduate Studies</b>	
Monday-Thursday, 8:30 a.m.-12:30 p.m. and 1:30 p.m.-5:30 p.m.	
Friday, 8:30 a.m.-12:30 p.m.	
<b>Gymnasium (Iles P. E. Center) .....</b>	<b>236.2850</b>
<b>Reserving racquetball courts, equipment, and facilities. For intramural information,</b>	
<b>go to <a href="http://southern.edu/intramurals">southern.edu/intramurals</a>. For more facility hours, go to <a href="http://southern.edu/wellness">southern.edu/wellness</a></b>	
Sunday, 5 p.m.-9 p.m.	
Monday-Thursday, 8 a.m.-10 p.m. (except during classes/Convocations/	
Breaks)	
Friday, 8 a.m.-12 p.m.	
<b>Hair Designers .....</b>	<b>396.2600</b>
Monday-Thursday, 9:30 a.m.-6 p.m.	
Friday, 9:30 a.m.-sundown	
Sunday, by appointment only	
<b>Hulsey Wellness Center <a href="http://southern.edu/wellness">southern.edu/wellness</a> .....</b>	<b>236.2850</b>
<b>The Kayak (smoothie shop), rock wall, indoor and outdoor walking tracks, fitness floor, aerobics room, hot tub, therapeutic-massage pools, locker rooms with steam baths and dry sauna</b>	
Sunday, 12 p.m.-9 p.m.	
Monday-Thursday, 5 a.m.-10 p.m.	
Friday, 5 a.m.-2 p.m.	
<b>Information Technology</b>	
<b>Campus Cards and replacements, phone cards, fax service .....</b>	<b>236.2707</b>
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-1 p.m.	
<b>Computer support desk .....</b>	<b>236.2712</b>
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Insurance (Risk Management) .....</b>	<b>236.2566</b>
Monday-Thursday, 8 a.m.-12 p.m. & 1 p.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>International Student Advising .....</b>	<b>236.2081</b>
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Kayak (snack shop) .....</b>	<b>236.2592</b>
<b>Smoothie and sandwich bar</b>	
Sunday 5 p.m.-8:45 p.m..	
Monday-Thursday, 2 p.m.-9 p.m.	
Friday, Saturday-Closed	
<b>Kiddie Campus .....</b>	<b>396.9253</b>
<b>Child day-care option</b>	
Monday-Thursday, 6:30 a.m.-6 p.m.	
Friday, 6:30 a.m.-4 p.m.	

<b>KR's Place (snack shop)</b> .....	<b>236.2719</b>
Sunday, 4 p.m.-10 p.m.	
Monday-Thursday, 10 a.m. to 10 p.m.	
Friday, Closed	
Saturday, 6 p.m.-10 p.m.	
<b>Library (McKee)</b> .....	<b>236.2788</b>
Databases, books, journals, Lincoln Civil War Collection, videos, and other types of media	
Sunday, 12 p.m.-12 a.m.	
Monday-Thursday, 7:45 a.m.-12 a.m.	
Friday, 7:45 a.m.-2 p.m.	
<b>Online Campus</b> .....	<b>236.2087</b>
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Outdoor Education Center</b> .....	<b>236.2459</b>
Ropes Course and Alpine Tower, schedule by appointment	
<b>Quick Print</b> .....	<b>236.2861</b>
Color and B&W printing, FedEx	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Records and Advisement/Transcripts</b> .....	<b>236.2899 or 236.2921</b>
Registration, class schedule, class add/drop, grades, transcripts, verifications for student loans or good student driving discounts, major or adviser changes	
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
<b>SAU Writing Center</b> .....	<b>236.2014</b>
Sunday, 2 p.m.- 10 p.m.	
Monday-Thursday, 8:30 a.m.-10 p.m.	
Friday, 8:30 a.m.-12 p.m.	
<b>Residence Halls</b>	
Talge Hall for Men .....	<b>236.2994</b>
Thatcher Hall for Women .....	<b>236.2904</b>
Thatcher South for Women .....	<b>236.2910</b>
Sunday-Friday, lobbies close at 11 p.m.	
Saturday, lobbies close at 12:45 a.m.	
<b>Sheriff (non-emergency)</b> .....	<b>622.0022</b>
<b>Student Association (Check posted schedule for hours)</b> .....	<b>236.2723</b>
Festival Studios .....	<b>236.2678</b>
Social Activities .....	<b>236.2603</b>
Southern Accent .....	<b>236.2612</b>
Southern Memories .....	<b>236.2613</b>
SA President .....	<b>236.2600</b>

<b>Student Center .....</b>	<b>236.2611</b>
<b>CNN and ESPN, video games, national and campus newspapers,</b>	
<b>pool table, air hockey, ping-pong, and various table games</b>	
<b>Sunday, 1 p.m.-10:30 p.m.</b>	
<b>Monday-Thursday, 11 a.m.-10:30 p.m.</b>	
<b>Friday, 11 a.m.-1 p.m.</b>	
<b>Student Employment (Human Resources) <i>southern.edu/hr</i>.....</b>	<b>236.2276 or 236.2278</b>
<b>Information about on and off-campus jobs</b>	
<b>Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m.</b>	
<b>Friday, 8 a.m.-12 p.m.</b>	
<b>Student Finance (See Enrollment Management)</b>	
<b>Student Life and Activities .....</b>	<b>236.2484</b>
<b>Coordinates social activities and student organizations, assists community</b>	
<b>students, Title IX Designee for students</b>	
<b>Monday-Thursday, 9:30 a.m.-12 p.m., 1 p.m.-5:30 p.m.</b>	
<b>Student Park</b>	
<b>Reservations.....</b>	<b>236.2555</b>
<b>Cave Reservations.....</b>	<b>236.2785</b>
<b>Goliath Wall amphitheater reservations .....</b>	<b>236.2785</b>
<b>Student Development .....</b>	<b>236.2814</b>
<b>Oversees management of student life—residence halls, Student</b>	
<b>Success</b>	
<b>Center, Student Life and Activities, Campus Ministries, Convoca-</b>	
<b>tion/Worship/Vespers records, and enforcement of university rules</b>	
<b>and regulations</b>	
<b>Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m.</b>	
<b>Friday, 8 a.m.-12 p.m.</b>	
<b>Student Success Center</b>	
<b>Counseling and Testing Services .....</b>	<b>236.2782</b>
<b>Counseling, career planning, testing</b>	
<b>Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m. (closed for</b>	
<b>Convocation)</b>	
<b>Friday, 8 a.m.-12 p.m.</b>	
<b>Learning Support Services.....</b>	<b>236.2838</b>
<b>Academic support and college survival skills</b>	
<b>Monday-Thursday, 8 a.m.-5 p.m.</b>	
<b>Friday, 8 a.m.-12 p.m.</b>	
<b>Teaching Materials Center <i>southern.edu/tmc</i> .....</b>	<b>236.2661</b>
<b>Laminating, copying, binding, easy-punch lettering, videos, books,</b>	
<b>games, video viewing machines, free pictures for projects, multicul-</b>	
<b>tural costumes and artifacts, bulletin board materials, etc.</b>	
<b>Sunday, 2 p.m.-7:30 p.m.</b>	
<b>Monday-Thursday, 9 a.m.-8:45 p.m. (Closed during Convocation)</b>	
<b>Friday, 9 a.m.-12 p.m.</b>	

<b>Transportation Services</b> <a href="mailto:transportation@southern.edu">transportation@southern.edu</a> .....	<b>236.2716</b>
Scheduled transportation to and from the Chattanooga airport, Greyhound and Mega bus stations, and to Groome Transportation. Free to current students. Must sign up at least 48 hours before trip date.	
Monday-Thursday, 7:30 a.m.-12 p.m. and 1-5 p.m.	
Friday, 7:30 a.m.-12 p.m.	
<b>University Health Center</b> <a href="http://southern.edu/universityhealth">southern.edu/universityhealth</a> .....	<b>236.2713</b>
Visit the UHC for minor illnesses or injuries, wound care, lab tests, immunizations, physicals and referrals to area doctors.	
Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Village Market (health food store)</b> .....	<b>236.2300</b>
Sunday, 8 a.m.-6 p.m.	
Monday-Thursday, 7 a.m.-9 p.m.	
Friday, 7 a.m.-4 p.m.	
<b>Village Market (VM) Deli</b>	
Sunday, 8 a.m.-6 p.m.	
Monday-Thursday, 7 a.m.-9 p.m.	
Friday, 7 a.m.-4 p.m.	
<b>Wright Hall</b>	
<b>Academic Administration</b> .....	<b>236.2805</b>
Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5:30 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Accounting</b> .....	<b>236.2820</b>
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Cashier</b> .....	<b>236.2826</b>
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
<b>Enrollment Management</b> .....	<b>236.2835</b>
Monday-Wednesday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
<b>Human Resources</b> .....	<b>236.2276</b>
Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m.	
Thursday, 8:30 a.m.-8 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>President's Office</b> .....	<b>236.2801</b>
Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5:30 p.m.	
Friday, 8 a.m.-12 p.m.	
<b>Records and Advisement</b> .....	<b>236.2899</b>
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
<b>Transcripts</b> .....	<b>236.2921</b>
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
<b>WSMC Radio (FM 90.5)</b> <a href="http://wsmc.org">wsmc.org</a> .....	<b>236.2905</b>
Classical radio station	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	

## Notes

[illegible]

# 2016 July

Sunday	Monday	Tuesday
<p>McKee Library Hours: Monday-Thursday, 7:45a-9p Friday, 7:45a-Noon Sunday, 2-9p Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S16S1: 1st Summer Session May 9-June 3 S16: Nursing Cohort May 16-August 18 S16S2: 2nd Summer Session June 6-July 22 S16S3: SmartStart &amp; 3rd Summer Session July 25-August 18 F16: Fall Semester August 22-December 15</p>	
<b>3</b>	<p>Independence Day <b>4</b></p> <p>University Offices, Health Center, McKee Library &amp; Campus Shop Closed</p>	<p><b>5</b></p> <p>Tornado Siren Test, Noon</p> <p>Mid Term grades for S16, Verified 5p, Records</p>
<b>10</b>	<b>11</b>	<b>12</b>
<p>Recharge sponsored by the School of Religion (10-17)</p>	<p>Summer Institute, 9a-4:30p, Summerour</p> <p>Last day for 40% tuition refund for S16 No tuition refund after today for S16</p>	<p>Summer Institute, 9a-4:30p, Summerour</p>
<b>17</b>	<b>18</b>	<b>19</b>
<p>University Health Center Open, 11a-1p Campus Shop Open, 11a-1:30p</p>		<p>Tornado Siren Test, 6p</p>
<p>Parents Day <b>24</b> Campus Shop Open, 9a-5p</p>	<b>25</b>	<b>26</b>
<b>31</b>		<p>S16S1 &amp; S16S2 grades due, Verified 5p, Records office</p>

Wednesday	Thursday	Friday	Saturday
		<b>1</b>  S16 Summer Break (June 30-July 6)  University Offices, Health Center, McKee Library & Campus Shop Closed    Sunset, 8:58p	<b>2</b>  Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
<b>6</b>	<b>7</b>  Last day to order July Graduation regalia online, <a href="http://www.cbgrad.com">www.cbgrad.com</a>	Payday: Hourly/Student <b>8</b>  University Health Center Closed    Vespers, 8p, Student Center Sunset, 8:57p	<b>9</b>  Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA    Diversions, 9:30p
<b>13</b>  Summer Institute, 9a-4:30p, Summerour	<b>14</b>  Summer Institute, 9a-4:30p, Summerour  Last day to drop S16 classes   ACT Exams, 1p, Lynn Wood	<b>15</b> Payday: Salary  University Health Center Open, 8a-Noon  Summer Institute, 9a-4:30p, Summerour   Vespers, 8p, Student Center Sunset, 8:55p	<b>16</b>  Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA    Diversions, 9:30p
<b>20</b>	<b>21</b>  Book Buy Back, 9a-5p, Campus Shop   ACT Exams, 1p, Lynn Wood	<b>22</b> Payday: Hourly/Student  Book Buy Back, 9a-Noon, Campus Shop S16S2 Classes End   Vespers, 8p, Student Center Sunset, 8:51p	<b>23</b>  Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA    Diversions, 9:30p, Student Center
<b>27</b>  Last day to add S16S3 classes	<b>28</b>      Summer Graduation, 7p, Iles PE Center	<b>29</b> Payday: Salary    School of Nursing Dedication, 2p, Collegedale Church  Vespers, 8p, Church Sunset, 8:46p	<b>30</b>  Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA    Diversions, 9:30p



# 2016 august

Sunday	Monday	Tuesday
<p>McKee Library Hours: Monday-Thursday, 7:45a-9p Friday, 7:45a-Noon Sunday, 2-9p</p> <p>Sign-up for intramurals: southern.edu/intramurals</p>	<p><b>1</b></p> <p>New Employee Orientation, (HR), 8a-5p Last day for 100% tuition refund for S1653</p> <p>All vehicles must be registered with Campus Safety</p> <p>Southern Online Campus Sup- port Sessions, 1-5p</p>	<p><b>2</b></p> <p>New Faculty Orientation, 8a-5p, CTE</p> <p>Tornado Siren Test, Noon</p> <p>Southern Online Campus Sup- port Sessions, 1-5p</p>
<p><b>7</b></p> <p>Cave Open, 11a-3p, Student Park University Colloquium (7-13)</p> <p>Employee Picnic, 6p</p>	<p><b>8</b></p> <p>Employee In-Service, 8:30a- 12:30p, Lynn Wood</p> <p>Last day for 50% tuition refund No tuition refund after today for SS &amp; S1653</p> <p>BRIDGE Dessert, Noon, Presi- dential Banquet Room</p> <p>Employee In-Service, 1:30-5:30p, Lynn Wood</p>	<p><b>9</b></p> <p>Employee Wellness Assessment, 6-10a, Iles</p> <p>Tennessee Valley Institute, 8a-4p, Hulsey</p>
<p><b>14</b></p> <p>Ocoee Rafting Trip, 10a-5p, Wright Hall Steps</p>	<p><b>15</b></p> <p>Payday: Salary</p>	<p><b>16</b></p> <p>MSN Orientation, 4:30-6:30p</p> <p>Tornado Siren Test, 6p</p>
<p><b>21</b></p> <p>Campus Shop Open, 9a-5p Ocoee Rafting Trip, 10a-5p, Wright Hall Steps</p> <p>Enrollment Activities, 11a-2p, Wright Hall</p> <p>University Health Center Open, 11a-2p</p> <p>MSW Orientation</p> <p>McKee Library Open, Noon-5p Organization Showcase, 4:30-6:30p, &amp; Supper, 5-6:30p,</p>	<p><b>22</b></p> <p><b>Classes Begin</b></p> <p>McKee Library Open, 7:45a- Midnight</p> <p>Softball Intramural Sign-up begins, southern.edu/intramurals</p> <p>Choral Auditions, Wood Hall (22-25)</p> <p>Schools/Departments Welcome Parties &amp; Orientation, 6p, Various Locations</p>	<p><b>23</b></p> <p>S16 &amp; S1653 grades due, Verified Sp, Records</p>
<p><b>28</b></p> <p>MSW Classes Begin</p> <p>McKee Library Open, Noon-Midnight</p>	<p><b>29</b></p> <p>Last day to make a change without charge or for 100% tuition refund</p> <p>DNP Intensive (29-September 1)</p> <p>Softball Season begins</p> <p>New Faculty Mentor Luncheon, Noon, Presidential Banquet Room</p>	<p><b>30</b></p> <p>Payday: Salary</p> <p>Fee charged for add/drop "W" on transcript</p>

Wednesday	Thursday	Friday	Saturday
<b>3</b> New Faculty Orientation, 8a-5p, CTE	<b>4</b> New Faculty Orientation, 8a-5p, CTE	<b>5</b> Payday: Hourly/Student New Faculty Orientation, 8a-Noon, CTE Last day to drop S1553 Classes  Vespers, 8p, Church Sunset, 8:40p	<b>6</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Diversions, 9:30p
<b>10</b> Writing Committee Rubrics, 10-11a  Faculty In-Service, 12:30-5:30p, Marriott Inn (Center Drive, Chattanooga)	<b>11</b> Graduate Faculty Luncheon, Noon-1:15p ACT Exams, 1p, Lynn Wood  Free Challenge Course, 6-8p, Outdoor Education Center	<b>12</b>  Vespers, 8p, Church Employee Colloquium Vespers, 8p, Lynn Wood Chapel Sunset, 8:33p	<b>13</b> Adoration, 9 & 10:15a, Church SOAP Outdoor Church: Canoeing, 9:30a-6:30p, Wright Hall (27-28) Employee Colloquium Sabbath School & Church Service, 10a, Lynn Wood Chapel Renewal, 11:35a, Church Connect, 11:35a, CA  Open Gym Night, 9:30p, lles
<b>17</b>  Outdoor Skills Clinic, 6-8p, Outdoor Education Center	<b>18</b> Final Exams, S16, S16S3  Book Buy Back, 9a-5p, Campus Shop  Lights Volunteers Reception, 5:30p	<b>19</b> Payday: Hourly/Student Book Buy Back, 9a-Noon, Campus Shop  New Employee Reception, 5:30p Vespers, 8p, Church Star Watch, 9-10p, Hickman Parking Lot Sunset, 8:24p	<b>20</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Diversions, 9:30p
<b>24</b>	<b>25</b> Student Dedication Convocation, 11a, Church, Dave Smith  ACT Exams, 1p, Lynn Wood Softball Captain's Meeting, 5p, Hulsey	<b>26</b> McKee Library Open, 7:45a-2p Community Corporate/Non-Profit Agency's Showcase, 10a-2p Tennis Doubles Tournament Sign-up begins Last day for textbook returns, Campus Shop Submit proof of insurance to Risk Management to avoid charges Bat Vespers, 7-10p, Wright Hall Vespers, 8p, Church, Brennon Kirstein Sunset, 8:16p	<b>27</b> Adoration, 9 & 10:15a, Church Overnight Rafting Trip, 10a-5p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong, 7:30p, Church SA Welcome Party, 9:15p, lles
<b>31</b> Tennis Doubles Players Meeting, 5p, Hulsey	Key for Summer Sessions: S16S1: 1st Summer Session May 9-June 3 S16: Nursing Cohort May 16-August 18 S16S2: 2nd Summer Session June 6-July 22 S16S3: SmartStart & 3rd Summer Session July 25-August 18 F16: Fall Semester August 22-December 15		

# September 2016

Sunday	Monday	Tuesday
<p>Campus Fire Safety Month</p> <p>Suicide Prevention Awareness Month</p> <p>ADHD Month</p> <p>National Campus Safety Awareness Month</p> <p>Sign up for intramurals: <a href="http://southern.edu/intramurals">southern.edu/intramurals</a></p>		
<p><b>4</b></p> <p>Ocoee Rafting Trip, 10a-5p, Wright Hall Steps</p> <p>Cave Open, 11a-3p, Student Park</p> <p>SEP Outdoor Education Fall Intensives (4-18)</p> <p>Tennis Doubles Tournament begins</p>	<p><b>5</b></p> <p>Labor Day</p> <p>Last day to add a class (Census)</p> <p>All vehicles must be registered with Campus Safety</p> <p>Undergraduate Council, 3:30p</p> <p>Student Organization Registration Form due (continuing and returning), 5p, Student Life &amp; Activities</p> <p>Kayak Skills Clinic, 8-9:30p, Pool</p>	<p><b>6</b></p> <p>Tornado Siren Test, Noon</p>
<p>Grandparents Day <b>11</b></p> <p>Southern Union Youth Director's Pancake Breakfast, 9:30-11:30a, Student Park</p> <p>Ocoee Rafting Trip, 10a-5p, Wright Hall Steps</p> <p>MSW Classes</p> <p>Latin American Month Begins (11-October 17)</p> <p>Dave Cress Memorial Golf Tournament</p>	<p><b>12</b></p> <p>Last day for 80% tuition refund</p> <p>Futsal Season begins</p> <p>BRIDGE Luncheon, 11:45a, Presidential Banquet Room</p> <p>University Senate, 3:30p</p> <p>New Student Organization applications due, 5p, Student Life &amp; Activities</p>	<p><b>13</b></p> <p>Employee Town Hall Meeting, 10:30a-Noon, Lynn Wood Chapel</p> <p>Employee Town Hall Meeting, 3:30-5p, Lynn Wood Chapel</p>
<p><b>18</b></p>	<p><b>19</b></p> <p>ViewSouthern (19-20)</p> <p>Undergraduate Council, 3:30p</p>	<p><b>20</b></p> <p>Student Organizations Advisers' Meeting, Noon, Presidential Banquet Room</p> <p>Tornado Siren Test, 6p</p> <p>Convocation: Guitar, Loren &amp; Mark, 7p, Ackerman Auditorium</p>
<p><b>25</b></p> <p>MSW Classes</p>	<p><b>26</b></p> <p>Last day for 60% tuition refund</p> <p>Faculty Portfolios due, VP Academic Administration's office</p> <p>LSAT Exam, Lynn Wood</p> <p>Flagball Season begins</p> <p>University Senate, 3:30p</p> <p>Fall at the Wall, 7p, Goliath Wall, Harold Alomia, Sr.</p>	<p><b>27</b></p> <p>Fall at the Wall, 7p, Goliath Wall, Harold Alomia, Sr.</p>

Wednesday	Thursday	Friday	Saturday
	<b>1</b> Convocation, 11a, Church, Sam Leonor Begin ordering December graduation regalia & announcements, <a href="http://www.cbgrad.com">www.cbgrad.com</a>  Deans/Chairs Advisory, 3:30p Student Organization Information Session, 5:45p, Presidential Banquet Room	<b>2</b> Payday: Hourly/Student  Futsal Sign-up begins  Vespers, 8p, Church, Sam Leonor Ministry Expo, 9:30p  Sunset, 8:06p	<b>3</b>  Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong, 7:30p, Church Open Gym Night, 9:30p, Illes
<b>7</b>  Teach <sup>3</sup> , Noon, Presidential Banquet Room  Futsal Captains Meeting, 5p, Hulsey	<b>8</b> Convocation: Department/ Schools, 11a, Various Location  Graduate Council, 3:30p	<b>9</b> Southern Union Ministry Training Weekend (9-10) Southern Union Ministry Training Weekend (9-10)  Vespers: Southern Union Ministry Training, 8p, Church, Ken Rogers Star Watch, 8:30p, Hickman Parking Lot  Sunset, 7:56p	<b>10</b> Adoration, 9 & 10:15a, Church SOAP Outdoor Church: Canoeing, 9:30a-6:30p, Wright Hall Renewal, 11:35a, Church Connect, 11:35a, CA The Great Haystack, Noon, Illes PE Center Evensong, 7:30p, Church Men's Club Bowling Night, 9-11p, Holiday Bowl, Chattanooga
<b>14</b>  Graduate Fair, 11:30a-1:30p, Dining Hall Faculty Showcase, Noon, Presidential Banquet Room  Outdoor Skills Clinic, 6-8p, Outdoor Education Center	<b>15</b> Payday: Salary Convocation, 11a, Illes, Andrew Edlin Dean's Luncheon, Noon-1p, Presidential Banquet Room Leadership Training, 3:30-5p, White Oak Room Student Organization President's Orientation, 5:30p, Presidential Banquet Room Convocation: One Man Play- Winston Churchill, 7p, Ackerman Auditorium	<b>16</b> Payday: Hourly/Student Constitution Day MSN/DNP Interviews, 9a-Noon Flagball Sign-up begins  Reynold's Chair Symposium, 6:30p, Hulsey Amphitheater Vespers, 8p, Church, Anna Romuald GroupLink, 9:30p, Illes Sunset, 7:46p	<b>17</b> Adoration, 9 & 10:15a, Church Reynold's Chair Symposium, 9:30a, Hulsey Amphitheater Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong, 7:30p, Church SA Senate/Constituent Mixer, 9p
<b>21</b>  Faculty Tech Bytes, Noon, Presidential Banquet Room Flagball Captain's Meeting, 5p, Hulsey	<b>22</b> Convocation: The Biggest Mistakes in Social Media, 11a, Illes, Krista Neher Lights Volunteer Luncheon, 11:30a, Presidential Banquet Room  Graduate Council, 3:30p Student Organization Treasurer's Orientation, 5:30p, Presidential Banquet Room	<b>23</b> First Day of Autumn  Overnight Rock Climbing Trip, 4-7p, Outdoor Education Center (23-24) Ministerial Candidate Recognition, 7:30p, Thatcher Chapel, Bryan Aalborg Vespers: Lawn Concert, 8p, Goliath Wall Sunset, 7:36p	<b>24</b> Adoration, 9 & 10:15a, Church Ministerial Candidate Recognition, 9:30 & 11a, Thatcher Chapel, Bryan Aalborg Renewal, 11:35a, Church Connect, 11:35a, CA Chemistry, Math, & Physics Fall Outing Evensong, 7:30p, Church All Night Softball Tournament, 8:30p, Summit Softball Complex
<b>28</b>  Faculty Showcase, Noon, Presidential Banquet Room  Fall at the Wall, 7p, Goliath Wall, Harold Alomia, Sr.	<b>29</b> Convocation: Week of Prayer, 11a, Church, Harold Alomia, Sr. Psychology Program applications due, Summerour  Fall at the Wall, 7p, Goliath Wall, Harold Alomia, Sr.	<b>30</b> Payday: Salary/Hourly/ Student MSN/DNP Interviews, 9a-Noon Board of Trustees Retreat (30-October 2)  Vespers: Fall at the Wall, 8p, Goliath Wall, Harold Alomia, Sr.  Sunset, 7:26	

# October 2016

Sunday	Monday	Tuesday
<p>Domestic Violence Awareness Month</p> <p>National Depression Education &amp; Awareness Month</p> <p>Fire Prevention Month</p> <p>National Bullying Prevention Month</p> <p>Sign up for intramurals: southern.edu/intramurals</p>		
<p><b>2</b></p> <p>33rd Annual Sunbelt Cohutta Springs Triathlon Registration, 10:30-11:45a Race begins, 12:30p</p> <p>Cave Open, 11a-3p, Student Park</p> <p>Board of Trustees Meeting</p> <p>SAT Exam, Lynn Wood</p> <p>Symphony Orchestra Concert, 7:30p, Church</p>	<p><b>3</b></p> <p>Mid-Semester Book Buy Back, 9a-5p, Campus Shop</p> <p>Online Registration for S1753 Begins</p> <p>Senior Portraits, Noon-7p, Lynn Wood, Pierson Memorial Room</p> <p>Undergraduate Council, 3:30p</p>	<p><b>4</b></p> <p>Mid-Semester Book Buy Back, 9a-5p, Campus Shop</p> <p>Tornado Siren Test, Noon</p> <p>Convocation: Moving Pictures, Alina Kiryayeva, 7:30p, Ackerman</p>
<p><b>9</b></p> <p>National Depression Screening Day</p> <p>MSW Classes &amp; Information Session</p> <p>No Field Trips or Tours (9-15)</p> <p>Wind Symphony Concert, 7:30p, Church</p>	<p><b>10</b></p> <p>Calling, Career &amp; Vocation Committee, Noon, Presidential Banquet Room</p> <p>University Senate, 3:30p</p> <p>Archaeology Museum Lecture, 7:30, Lynn Wood, Michael Hasel</p>	<p><b>11</b></p> <p>Senior Class Organization Meeting, 11a, Presidential Banquet Room</p>
<p><b>16</b></p> <p>Flea Market, 8a-3p, Wood/Talge Parking Lot</p> <p>National Chemistry Week (16-22)</p> <p>McKee Library Open, 6p-Midnight</p>	<p><b>17</b></p> <p>National Boss Day</p> <p>Undergraduate Council, 3:30p</p>	<p><b>18</b></p> <p>Mid-Term grades due, Verified 5p, Records</p> <p>Tornado Siren Test, 6p</p>
<p><b>23</b></p> <p>MSW Classes</p>	<p><b>24</b></p> <p>Last day for 40% tuition refund No tuition refund after today</p> <p>University Assembly, 4p</p>	<p><b>25</b></p> <p>Senior Portraits, Noon-7p, Lynn Wood, Pierson Memorial Room</p>
<p><b>30</b></p> <p>Fall Festival &amp; 13th Annual Antique/Classic Car Show, Collegedale Commons</p>	<p><b>31</b></p> <p>Online Winter Registration-Southern Scholars</p> <p>Student Missions Emphasis Week (31-November 4)</p> <p>Convocation: Piano, 7:30p, Ackerman, Chi Yong Yun</p>	<p>Convocation: All-Liszt Piano Program, 7:30p, Ackerman, Peter Cooper's Students</p>

Wednesday	Thursday	Friday	Saturday
			<p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 7p, Church Studio 4109 LIVE, 9:02p, lles</p>
<p><b>5</b></p> <p>Teach<sup>3</sup>, Noon, Presidential Banquet Room</p>	<p><b>6</b></p> <p>Convocation: Latinos and the Civil Rights Movement, 11a, lles, Sonia Manzano</p> <p>Meet the Firms, 2-5p, Church Fellowship Hall Deans/Chairs Advisory, 3:30p</p>	<p><b>7</b></p> <p>I Cantori Concert Tour (7-8)</p> <p>Vespers: Latin American Heritage, 8p, Church, Danny Garcia Star Watch, 8:30p, Hickman Parking Lot Sunset, 7:16p</p>	<p><b>8</b></p> <p>Adoration, 9 &amp; 10:15a, Church SOAP Outdoor Church: Hiking, 9:30a-6:30p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 7p, Church Sigma Theta Chi Skating Party, 11:30p, Hamilton Skate Place</p>
<p>Columbus Day</p> <p><b>12</b></p> <p>Faculty Showcase, Noon, Presidential Banquet Room Senior Portraits, Noon-7p, Lynn Wood, Pierson Memorial Room</p>	<p><b>13</b></p> <p>Convocation: President Smith's Inauguration, 11, Church</p> <p>3 on 3 Basketball Sign-up begins Society of Adventist Communicators, Denver, CO (13-15) MidTerm Ends</p> <p>Graduate Council, 3:30p McKee Library Closes, 5p</p>	<p><b>14</b></p> <p>Payday: Salary/Hourly/Student</p> <p>MidTerm Break SOAP Trip, 8a-5p, Outdoor Education Center MIDTERM BREAK (14-16) No Classes Last day to submit writing projects for S16 Classes University Health Center Closed (14-16) McKee Library Closed Sunset, 7:07p</p>	<p><b>15</b></p> <p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p><b>19</b></p> <p>Faculty Tech Bytes, Noon, Presidential Banquet Room</p> <p>3 on 3 Basketball Meeting, 5p, Hulsey</p>	<p><b>20</b></p> <p>Convocation: Service Expo, 11a, lles Wind Symphony Tour (20-22)</p> <p>Leadership Training, 3:30-5p, White Oak Room Outdoor Skills Clinic, 6-8p, Outdoor Education Center Convocation: GYCSE, 7:30p, lles</p>	<p><b>21</b></p> <p>Deadline to request December/ May Graduation, Records office Floor Hockey Sign-up begins Faculty Winter Textbook Adoptions due, Campus Shop Overnight Backpacking Trip, 4-7p, Outdoor Education Center (21-22) Graduate Vespers, 6p Vespers: GYCSE, 8p, Church Sunset, 6:58p</p>	<p><b>22</b></p> <p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 6:30p, Church 3 on 3 Basketball Tournament, 7:30p, lles</p>
<p><b>26</b></p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Floor Hockey Captain's Meeting, 5p, Hulsey</p>	<p><b>27</b></p> <p>Convocation: Adventist Heritage, 11a, Church, George Knight Last day to drop a class "W" on transcript Homecoming Weekend (27-30)</p> <p>Graduate Council, 3:30p</p> <p>Alumni Banquet, 6p, Dining Hall</p>	<p><b>28</b></p> <p>Payday: Salary/Hourly/Student</p> <p>Campus Shop Open, 8:30a-2p</p> <p>Beyond the Columns Supper, Alumni &amp; Senior Class, 6p, Student Center Vespers, 8p, lles, Concert, Jimmy Needham Vespers, 8p, Church Sunset, 6:50p</p>	<p><b>29</b></p> <p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>School of Nursing 60th Anniversary Celebration, 7-9p, Embassy Suites Evensong, 6:30p, Church Southern Shuffle, 8p, Wood</p>

# november 2016

Sunday	Monday	Tuesday
American Indian Heritage Month		<b>1</b> Florence Oliver Anderson Lecture Series, 8a-Noon Floor Hockey Season begins  Tornado Siren Test, Noon  Convocation: Blue Grass, Ken Waldman, 7:30p, Ackerman
<b>6</b> Daylight Savings Time Ends, Set clocks back one hour at 2a Cave Open, 11a-3p, Student Park MSW Classes Southern Union Evangelism Council, Church (6-9) SAT Exam, Lynn Wood	<b>7</b> MPRE Exam, 8:30a, Lynn Wood   Undergraduate Council, 3:30p Music General Recital, 7:30p, Ackerman	<b>8</b> Election Day
<b>13</b>   Symphony Orchestra Concert, 7:30p, Church	<b>14</b> December graduates deadline to finish incompletes & home study correspondence Online Winter Registration open for New/Transfer students (14-January 17) Calling, Career & Vocation Committee, Noon, Presidential Banquet Room University Senate, 3:30p	<b>15</b> Payday: Salary  Archaeology Symposium, 9a-9p, Lynn Wood  BRIDGE Luncheon, 11:45a, Presidential Banquet Room Tornado Siren Test, 6p Music General Recital, 7:30p, Ackerman Archaeology Museum Lecture, 7:30p, Lynn Wood
<b>20</b> McKee Library Closed MSW Classes & Information Session  Cowboy Jubilee (WSMC), 5:30- 7:30p, Bill Hullander Farm	<b>21</b> THANKSGIVING BREAK (21-27) No Classes University Health Center Closed (21-27)  McKee Library Open, 1-5p	<b>22</b>   McKee Library Open, 1-5p
<b>27</b>  Concerto Competition Finals Auditions, 4-8p, Wood Hall, Ackerman Auditorium McKee Library Open, 6p-Midnight	<b>28</b>  Summer Institution Luncheon, Noon, Presidential Banquet Room University Senate, 3:30p	<b>29</b> Giving Tuesday   Graduate Christmas Party, 5:30p President's Circle 100, 5:30p Christmas Tree Lighting, 6:30p, Taylor Circle

Wednesday	Thursday	Friday	Saturday
<b>2</b> Priority Deadline for filing 2017-18 FAFSA  Teach <sup>1</sup> , Noon, Presidential Banquet Room	<b>3</b> Convocation: Student Missions, 11a, Church, Elden Ramirez Fall PreviewSouthern (3-4)  Dean/Chairs Advisory, 3:30p Convocation: Student Missions, 7p, Thatcher, Elden Ramirez Music General Recital, 7:30p, Ackerman	<b>4</b> Pierson Weekend, 7:30p, Thatcher Chapel, Roger Hernandez Vespers, 8p, Church, Elden Ramirez Student Missions Expo, 9:30p, Church Fellowship Hall  Sunset, 6:43p	<b>5</b> Adoration, 9 & 10:15a, Church Pierson Weekend, 9:30 & 11a, Thatcher Chapel, Roger Hernandez Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong: I Cantori, 5:30p, Church Extreme Dodgeball, 7:30p, Iles
<b>9</b> Faculty Showcase, Noon, Presidential Banquet Room  Music General Recital, 7:30p, Ackerman	<b>10</b> Convocation, 11a, Church, Shaunti Feldhahn  Dean's Luncheon, Noon-1p, Presidential Banquet Room Graduate Council, 3:30p	<b>11</b> Payday: Hourly/Student Veteran's Day I Cantori Concert Tour (11-12)  Star Watch, 6:30p, Hickman Parking Lot Vespers: PS 4610, 8p, Church Sunset, 5:38p	<b>12</b> Adoration, 9 & 10:15a, Church SOAP Outdoor Church: Rock Climbing, 9:30a-6:30p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong, 6:30p, Church Studio 4109 LIVE, 8:32p, Iles
<b>16</b> Faculty Tech Bytes, Noon, Presidential Banquet Room	<b>17</b> Convocation: Student Association, 11a, Iles, John Dau Lights Volunteer Luncheon, 11:30a, Presidential Banquet Room  Leadership Training, 3:30-5p, White Oak Room Outdoor Skills Clinic, 6-8p, Outdoor Education Center	<b>18</b> Sunset, 5:33p	<b>19</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  New York Study Tour Begins
<b>23</b> University Offices & McKee Library Closes, Noon	<b>24</b> Thanksgiving Day University Offices Closed	<b>25</b> Payday: Hourly/Student University Offices Closed Last day to order December Graduation regalia online, <a href="http://www.cbgrad.com">www.cbgrad.com</a>  Sunset, 5:30p	<b>26</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
Payday: Salary <b>30</b> Faculty Field Trip	Sign-up for intramurals, <a href="http://southern.edu/intramural">southern.edu/intramural</a>		



# december 2016

Sunday	Monday	Tuesday
<p>Sign-up for intramurals: southern.edu/intramurals</p>		
<p><b>4</b></p> <p>Employee Christmas Brunch, 9:30a, Dining Hall Cave Open, 11a-3p, Student Park No Field Trips or Tours (4-10) MSW Final Classes</p> <p>Thatcher Open House, 6p SA Christmas Party, 8:30p, Dining Hall</p>	<p><b>5</b></p> <p>Christmas Open House, 8:30a-6p, Campus Shop LSAT Exam, Lynn Wood</p> <p>New Faculty Mentors Luncheon, Noon, Presidential Banquet Room Undergraduate Council, 3:30p</p>	<p><b>6</b></p> <p>Tornado Siren Test, Noon</p> <p>Biology Expo, 7:30p, Hickman Atrium</p>
<p><b>11</b></p> <p>No Field Trips or Tours (11-17)</p> <p>Crunch Brunch, 6-11p, Dining Hall</p>	<p><b>12</b></p> <p>Semester Exams (12-15) Book Buy Back, 9a-5p, Campus Shop</p> <p>Calling, Career &amp; Vocation Committee, Noon, Presidential Banquet Room University Senate, 3:30p</p>	<p><b>13</b></p> <p>Book Buy Back, 9a-5p, Campus Shop Last day to make up Winter &amp; Summer 2016 incompletes</p> <p>DNP Presentations, 4p</p>
<p><b>18</b></p>	<p><b>19</b></p> <p>Food Services Closed (19-January 6) Residence Halls Close, Noon (19-January 1) Fall Semester grades due, Verified 5p, Records office</p>	<p>First Day of Winter <b>20</b></p> <p>Academic Review Committee, 1p Tornado Siren Test, 6p</p>
<p>Christmas Day <b>25</b></p>	<p><b>26</b></p>	<p><b>27</b></p>

Wednesday	Thursday	Friday	Saturday
	<b>1</b> Convocation: SA Town Hall Meeting, 11a, Illes Begin purchasing Winter Semester textbooks, Campus Shop Fall Research Day Preview Southern, 102 (1-2) Deans/Chairs Advisory, 3:30p	<b>2</b> Basketball Sign-up begins  Kirsten Wolcott Memorial 5K Run, 3p, Duck Pond  Vespers, 8p, Church, Campus Ministries Sunset, 5:28p	<b>3</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong: Festival of Lessons & Carols, 5p, Church Wind Symphony Christmas Concert, 8p, Illes
<b>7</b>  Teach <sup>2</sup> , Noon, Presidential Banquet Room  Basketball Captain's Meeting, 5p, Hulsey School of Journalism & Communication Research Showcase, 6:30p, Brock	<b>8</b> Convocation: Schools/Departments, 11a, Various Locations  Graduate Council, 3:30p	<b>9</b> Payday: Hourly/Student  Star Watch, 6:30p, Hickman Parking Lot Vespers: School of Music, 8p, Church Sunset, 5:28p	<b>10</b> Adoration, 9 & 10:15a, Church SOAP Outdoor Church: Caving, 9:30-6:30p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA  School of Music Christmas Concert, 4p, Church Schools/Departments/Student Organizations Christmas Party, Various Times & Locations
<b>14</b> Book Buy Back, 9a-5p, Campus Shop  School of Nursing Dedication, 7p, Church	<b>15</b> Payday: Salary Book Buy Back, 9a-5p, Campus Shop  McKee Library Closes, 5p Outdoor Skills Clinic, 6-8p, Outdoor Education Center Winter Commencement, 7p, Illes	<b>16</b> CHRISTMAS BREAK (16-January 9) No Classes McKee Library Closed (16-January 2) University Health Center Closed (16-January 7) Sunset, 5:30p	<b>17</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
<b>21</b>	<b>22</b> University Offices Closed (22-January 1) University Health Center Closed (22-January 1)	<b>23</b> Payday: Hourly/Student  Sunset, 5:33p	<b>24</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Christmas Eve Service, 6p, Church
<b>28</b>	<b>29</b>	<b>30</b> Payday: Salary Last day to make a gift for tax deduction purposes for 2015 All University Offices Closed  Sunset, 5:38p	<b>31</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA

# 2017 january

Sunday	Monday	Tuesday
<b>1</b> New Year's Day Sign-up for intramurals: <a href="http://southern.edu/intramurals">southern.edu/intramurals</a>	<b>2</b> Residence Hall Open, 8a  McKee Library Open, 1-5p	<b>3</b>   Tornado Siren Test, Noon McKee Library Open, 1-5p
<b>8</b> Campus Shop Open, 10a-5p Enrollment Activities, 11a-2p, Wright Hall University Health Center Open, 11a-2p Cave Open, 11a-3p, Student Park MSW Orientation for January Students Begin McKee Library Open, Noon-5p	<b>9</b> Classes Begin Basketball Season begins  Calling, Career & Vocation Committee, Noon, Presidential Banquet Room Undergraduate Council, 3:30p	<b>10</b> 
<b>15</b> MSW Classes	<b>16</b> <b>Martin Luther King Jr. Day</b> Community Service Day, 8:30-3p, lles No Day Classes-Evening Classes Meet, No Overnight Leaves Signed University Senate, 3:30p McKee Library Open, 6-Midnight Convocation:Voices of Lee, 7p, lles	<b>17</b> Last day to make a change without charge or for 100% tuition refund All vehicles must be registered with Campus Safety  Tornado Siren Test, 6p
<b>22</b>	<b>23</b> Last day to add a class (Census) All vehicles must be registered with Campus Safety BRIDGE Luncheon, 11:45a, Presi- dential Banquet Room Undergraduate Council, 3:30p New Student Organization Applications due, 5p, Student Life & Activities E.A.Anderson Lecture Series, 7p	<b>24</b>
<b>29</b> MSW Classes  Symphony Orchestra Concerto Concert, 4p, Church	<b>30</b> Payday: Salary Remember to file for Financial Aid (Priority Deadline March 1) Last day for 80% tuition refund  University Senate, 3:30p Student Week of Prayer, 7p, Church E.A.Anderson Lecture Series, 7p	<b>31</b> Student Week of Prayer, 11a, Church  Student Week of Prayer, 7p, Church

Wednesday	Thursday	Friday	Saturday
<b>4</b>  McKee Library Open, 1-5p	<b>5</b>  ACT Exam, 1p, Lynn Wood McKee Library Open, 1-5p	<b>6</b> Payday: Hourly/Student McKee Library Closed  Sunset, 5:43p	<b>7</b>  Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
<b>11</b>  Faculty Showcase, Noon, Presidential Banquet Room	<b>12</b> Convocation, 11a, Church, John Bradshaw  Deans/Chairs Advisory, 3:30p	<b>13</b> Payday: Salary Begin ordering Graduation regalia & announcements online, <a href="http://www.cbgrad.com">www.cbgrad.com</a> Submit proof of insurance to Risk Management to avoid charges Last day to return textbooks, Campus Shop I Cantori Concert Tour (13-16) Vespers, 8p, Church, Brennon Kirstein Sunset, 5:49p	<b>14</b>  Adoration, 9 & 10:15a, Church SOAP Outdoor Church: Caving, 9:30a-6:30p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong, 6p, Church SA Mid-Winter Party, 8p, Iles Center
<b>18</b> Fee Charged for add/drop "W" on transcript  Faculty Tech Bytes, Noon, Presidential Banquet Room  Outdoor Skills Clinic, 6-8p, Outdoor Education Center	<b>19</b> Convocation: Schools/ Departments, 11a, Various Locations Lights Volunteer Luncheon, 11:30a, Presidential Banquet Room  Leadership Training, 3:30-5p, White Oak Room	<b>20</b> Payday: Hourly/Student 3 on 3 Volleyball Sign-up begins, <a href="http://southern.edu/intramurals">southern.edu/intramurals</a> DEEP Exchange Weekend (20-22)  Vespers, 8p, Iles, Anna Romuald GroupLink, 9:30p, Iles Sunset, 5:56p	<b>21</b>  Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong, 6p, Church LAC Night, 9p, Iles
<b>25</b>  Faculty Showcase, Noon, Presidential Banquet Room  3 on 3 Volleyball Meeting, 5p, Hulsey	<b>26</b> Convocation, 11a, Iles, John Foubert  Graduate Council, 3:30p Student Organization President's Meeting, 5:45p, Presidential Banquet Room Convocation: Alash, Throat Singing, 7p, Iles	<b>27</b>  Overnight Caving Trip, 4-7p, Outdoor Education Center (27-28) Vespers: Ministerial Trainee Induction, 8p, Church, Ken Wetmore Sunset, 6:03p	<b>28</b> Chinese New Year  Adoration, 9 & 10:15a, Church Ministerial Trainee Induction, 9:30 & 11a, Thatcher Chapel, Ken Wetmore Renewal, 11:35a, Church Connect, 11:35a, CA  Evensong, 6p, Church 3 on 3 Volleyball Tournament, 7p, Iles

# 2017 february

Sunday	Monday	Tuesday
<p>Black History Month National Eating Disorder Awareness Month Sign-up for intramurals: southern.edu/intramurals</p>		
<p><b>5</b></p> <p>Cave Open, 11a-3p, Student Park</p> <p>SA Super Bowl 51 Party, 6p, Iles</p>	<p><b>6</b></p> <p>LSAT Exam, Lynn Wood</p> <p>Undergraduate Council, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p><b>7</b></p> <p>Tornado Siren Test, Noon</p>
<p><b>12</b></p> <p>MSW Classes &amp; Information Session</p> <p>SA Valentine's Banquet, 7p</p>	<p><b>13</b></p> <p>Mid-Semester Book Buy Back, 9a-5p, Campus Shop</p> <p>Last day for 60% tuition refund</p> <p>Volleyball Season begins</p> <p>Calling, Career &amp; Vocation Committee, Noon, Presidential Banquet Room</p> <p>University Senate, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>Valentine's Day <b>14</b></p> <p>Mid-Semester Book Buy Back, 9a-5p, Campus Shop</p> <p>Faculty Portfolio Workshop, 11a-Noon, Presidential Banquet Room</p>
<p><b>19</b></p> <p>Board of Trustees Meeting</p> <p>Southern Trail/Mountain Bike Race, Noon-6p</p>	<p>President's Day <b>20</b></p> <p>Undergraduate Council, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p><b>21</b></p> <p>Tornado Siren Test, 6p</p>
<p><b>26</b></p> <p>MSW Classes</p> <p>No Field Trips (26-February 4)</p>	<p><b>27</b></p> <p>University Senate, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>Payday: Salary <b>28</b></p>

Wednesday	Thursday	Friday	Saturday
<p><b>1</b></p> <p>Begin applying for S17 Classes</p> <p>Teach<sup>1</sup>, Noon, Presidential Banquet Room</p> <p>Student Week of Prayer, 7p, Church</p>	<p><b>2</b></p> <p>Convocation: Student Week of Prayer, 11a, Church</p> <p>Deans/Chairs Advisory, 3:30p</p> <p>Student Week of Prayer, 7p, Church</p>	<p><b>3</b></p> <p>Payday: Hourly/Student</p> <p>Volleyball Sign-up begins</p> <p>Vespers: Commitment to Adventist Education, 6:30-7:30p, Lynn Wood Chapel</p> <p>Star Watch, 6:30p, Hickman Parking Lot</p> <p>Vespers: Student Week of Prayer, 8p, Church</p> <p>Sunset, 6:10p</p>	<p><b>4</b></p> <p>Adoration, 9 &amp; 10:15a, Church</p> <p>Sabbath School &amp; Church: Commitment to Adventist Education, 10a-2p, Lynn Wood &amp; Presidential Banquet Room</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Evensong, 6p, Church</p> <p>11th Annual Cardboard Boat Event, 7:30p, Iles</p>
<p><b>8</b></p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Volleyball Captain's Meeting, 5p, Hulsey</p>	<p><b>9</b></p> <p>Convocation: African American Heritage, 11a, Church, Carlton Byrd</p> <p>Dean's Luncheon, Noon-1p, Presidential Banquet Room</p>	<p><b>10</b></p> <p>Vespers: African American Heritage, 8p, Church, Carlton Byrd</p> <p>Sunset, 6:17p</p>	<p><b>11</b></p> <p>Adoration, 9 &amp; 10:15a, Church</p> <p>SOAP Outdoor Church: Rock Climbing, 9:30a-6:30p, Wright Hall Steps</p> <p>Renewal, 11:35a, Church, Carlton Byrd</p> <p>Connect, 11:35a, CA</p> <p>Evensong: School of Music Choirs, 6p, Church</p> <p>Rees Series Finals, 7p, Iles</p> <p>Pops Concert, 8p, Ackerman</p>
<p><b>15</b></p> <p>Payday: Salary</p> <p>Academy Honors Instrumental Music Festival (15-18)</p> <p>Faculty Tech Bytes, Noon, Presidential Banquet Room</p> <p>Outdoor Skills Clinic, 6-8p, Outdoor Education Center</p>	<p><b>16</b></p> <p>Convocation: SA Elections Speeches, 11a, Iles</p> <p>Leadership Training, 3:30-5p, White Oak Room</p>	<p><b>17</b></p> <p>Payday: Hourly/Student</p> <p>Parents Weekend (17-19)</p> <p>Vespers: Student Missions, 8p, Church</p> <p>Sunset, 6:24p</p>	<p><b>18</b></p> <p>Adoration, 9 &amp; 10:15a, Church</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Academy Honors Instrumental Music Festival Concert, 4p, Church</p> <p>Evensong, 6p, Church</p> <p>Studio 4109 LIVE, 8:04p, Iles</p>
<p><b>22</b></p> <p>Graduate Fair, 11:30a-1:30p, Dining Hall</p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Faculty Portfolio Workshop, Noon-1p</p>	<p><b>23</b></p> <p>Convocation: Health Career Fair, 11a, Iles (Booths Open, 10:30-11a, &amp; Noon-1:30p)</p> <p>Meet the Firms, 2-5p, Collegedale Church Fellowship Hall</p> <p>Graduate Council, 3:30p</p> <p>Convocation: Flautist, Cicely Parnas, 7:30p, Ackerman</p>	<p><b>24</b></p> <p>Overnight Rock Climbing Trip, 4-7p, Outdoor Education Center (24-25)</p> <p>Vespers: 8p, Church, John Bradshaw</p> <p>Sunset, 6:31p</p>	<p><b>25</b></p> <p>Adoration, 9 &amp; 10:15a, Church</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Evensong, 6p, Church</p> <p>BCU Night, 8p, Iles</p>

# 2017 march

Sunday	Monday	Tuesday
<p>National Women's Month National Social Work Month National Self Injury Awareness Month Sign-up for intramurals: <a href="http://southern.edu/intramurals">southern.edu/intramurals</a></p>		
<p><b>5</b></p> <p>Cave Open, 11a-3p, Student Park McKee Library Closed</p>	<p><b>6</b></p> <p>McKee Library Open, 1-5p</p>	<p><b>7</b></p> <p>Tornado Siren Test, Noon McKee Library Open, 1-5p MidTerm grades due, Verified 5p, Records office</p>
<p><b>12</b></p> <p>Daylight Savings Time Begins, Set clocks forward one hour at 2a MSW Classes &amp; Information Session</p> <p>McKee Library Open, 6-Midnight</p>	<p><b>13</b></p> <p>Brain Awareness Week (13-17)</p> <p>Undergraduate Council, 3:30p</p>	<p><b>14</b></p> <p>Lights Volunteer Luncheon, 11:30a, Presidential Banquet Room</p>
<p><b>19</b></p> <p>Symphony Orchestra Concert, 7:30p, Church</p>	<p><b>20</b></p> <p>First Day of Spring Last day for 40% tuition refund No tuition refund after today</p> <p>University Senate, 3:30p</p> <p>Music General Recital, 7:30p, Ackerman</p>	<p><b>21</b></p> <p>BRIDGE Luncheon, 11:45a, Presidential Banquet Room</p> <p>Tornado Siren Test, 6p</p>
<p><b>26</b></p> <p>MSW Classes Adventist Lego Robotics League: Southern Challenge, 9a-5p, Iles Ocoee Rafting Trip, 10a-5p, Wright Hall Steps Social Work SWIP Trip, Washing- ton, DC (26-31)</p>	<p><b>27</b></p> <p>Soccer Season begins</p> <p>University Assembly, 4p E.A. Anderson Lecture Series, 7p Archaeology Museum Lecture, 7:30p, Lynn Wood, Martin Klingbeil</p>	<p><b>28</b></p> <p>Music General Recital, 7:30p, Ackerman</p>

Wednesday	Thursday	Friday	Saturday
<p><b>1</b></p> <p>Teach<sup>1</sup>, Noon, Presidential Banquet Room</p>	<p><b>2</b></p> <p>MidTerm Ends</p> <p>Deans/Chairs Advisory, 3:30p McKee Library Closes, 5p</p>	<p><b>3</b></p> <p>Payday: Hourly/Student</p> <p>SPRING BREAK (3-12) No Classes McKee Library Open, 9a-Noon University Health Center Closed (3-12)</p> <p>Sunset, 6:37p</p>	<p><b>4</b></p> <p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p><b>8</b></p> <p>International Women's Day</p> <p>McKee Library Open, 1-5p</p>	<p><b>9</b></p> <p>University Offices Closed</p>	<p><b>10</b></p> <p>University Offices Closed McKee Library Closed</p> <p>Sunset, 6:43p</p>	<p><b>11</b></p> <p>Adoration, 9 &amp; 10:15a, Church SOAP Outdoor Church: Hiking, 9:30a-6:30p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p><b>15</b></p> <p>Payday: Salary</p> <p>AmeriBrain Exhibit, Student Center</p> <p>Faculty Tech Bytes, Noon, Presidential Banquet Room</p> <p>Outdoor Skills Clinic, 6-8p, Outdoor Education Center</p>	<p><b>16</b></p> <p>Convocation: Social Work, 11a, Illes AmeriBrain Exhibit, Student Center</p> <p>Leadership Training, 3:30-5p, White Oak Room</p> <p>Music General Recital, 7:30p, Ackerman</p>	<p><b>17</b></p> <p>Payday: Hourly/Student</p> <p>Soccer Sign-up begins</p> <p>Vespers, 8p, Church, Josh Woods</p> <p>Sunset, 7:49p</p>	<p><b>18</b></p> <p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 7:30p, Church SA Talent Show, 9p, Illes</p>
<p><b>22</b></p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Soccer Captain's Meeting, 5p, Hulsey</p> <p>Music General Recital, 7:30p, Ackerman</p>	<p><b>23</b></p> <p>Convocation: Hasel Lectureship, 11a, Church</p> <p>Last day to drop a class "W" on transcript</p> <p>Spring PreviewSouthern (23-24)</p> <p>Graduate Council, 3:30p</p>	<p><b>24</b></p> <p>Faculty Summer Textbook Adoptions due, Campus Shop</p> <p>I Cantori Concert Tour (24-26)</p> <p>Tennis/Badminton/Racquetball Tournament Sign-up begins</p> <p>Overnight Mountain Biking Trip, 4-7p, Outdoor Education Center (24-25)</p> <p>Vespers, 8p, Church, Campus Ministries</p> <p>Sunset, 7:55p</p>	<p><b>25</b></p> <p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 7:30p, Church Studio 4109 LIVE, 9:11p, Illes</p>
<p><b>29</b></p> <p>Faculty Field Trip</p> <p>Tennis/Badminton/Racquetball Players Meeting, 5p, Hulsey</p>	<p><b>30</b></p> <p>Payday: Salary</p> <p>Convocation:Asian Heritage, 11a, Church</p>	<p><b>31</b></p> <p>Payday: Hourly/Student</p> <p>MSN/DNP Interviews, 9a-Noon</p> <p>Vespers:Asian Heritage, 8p, Church</p> <p>Star Watch, 8:30p, Hickman Parking Lot</p> <p>Sunset, 8p</p>	



2017

april

Sunday	Monday	Tuesday
<p>Abuse Awareness Month</p> <p>National Driving Awareness Month</p> <p>National Sexual Assault Awareness Month</p> <p>National STD Awareness Month</p> <p>Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions:</p> <p>S17S1: 1st Summer Session May 8-June 2</p> <p>S17: Nursing Cohort May 15-August 17</p> <p>S17S2: 2nd Summer Session June 5-July 21</p> <p>S17S3: SmartStart &amp; 3rd Summer Session July 24-August 17</p> <p>F17: Fall Semester August 21-December 14</p>	
<p><b>2</b></p> <p>Cave Open, 11a-3p, Student Park</p> <p>Tennis/Badminton/Racquetball Tournament begins</p> <p>Senior Recognition Banquet, 5:30p, Dining Hall</p> <p>Wind Symphony Concert, 7:30p, Church</p>	<p><b>3</b></p> <p>May graduates deadline to finish incompletes &amp; home study correspondence</p> <p>New Faculty Mentors Luncheon, Noon, Presidential Banquet Room</p> <p>Undergraduate Council, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p><b>4</b></p> <p>Tornado Siren Test, Noon</p> <p>Convocation: Mexican Brass - M5, 7:30p, Ackerman</p>
<p><b>9</b></p> <p>Ocoee Rafting Trip, 10a-5p, Wright Hall Steps</p> <p>MSW Classes &amp; Information Session</p> <p>Gym-Masters Home Show Matinée, 2:30p, Iles</p> <p>School of Music Choirs Spring Concert, 7:30p, Ackerman</p>	<p><b>10</b></p> <p>Online Registration for S17, S17S1, S17S2</p> <p>Online Registration for New/Transfer students for F17 (10-August 28)</p> <p>GRE Subject Exam, Lynn Wood</p> <p>Calling, Career &amp; Vocation Committee, Noon, Presidential Banquet Room</p> <p>University Senate, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p><b>11</b></p> <p>Last day to apply for June 6-17 SEP Intensive Sessions</p>
<p><b>16</b></p> <p>Easter</p> <p>Ocoee Rafting Trip, 10a-5p, Wright Hall Steps</p>	<p><b>17</b></p> <p>Last day to order May Graduation regalia online, www.cbgrad.com</p> <p>Undergraduate Council, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p><b>18</b></p> <p>Income Tax Return Due</p> <p>Tornado Siren Test, 6p</p> <p>Biology Expo, 7:30p, Hickman Atrium</p>
<p><b>23</b></p> <p>No Field Trips or Tours (23-29)</p> <p>National Volunteers Week (23-29)</p> <p>MSW Classes</p> <p>McKee Library Open, Noon-6:30p</p> <p>SA Strawberry Festival, 8p, Iles</p>	<p><b>24</b></p> <p>Summer Institute Reunion Luncheon, Noon, Presidential Banquet Room</p> <p>University Senate, 3:30p</p>	<p><b>25</b></p> <p>Student Appreciation Day, Various Times &amp; Locations</p> <p>Last day to apply for June 20-July 1 SEP Intensive Sessions</p>
<p><b>30</b></p> <p>No Field Trips or Tours (30-May 4)</p>		

Wednesday	Thursday	Friday	Saturday
			<p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 7:30p, Church Asian Night, 9p, Iles</p>
<p><b>5</b></p> <p>Wind Symphony Tour (5-8)</p> <p>Teach<sup>3</sup>, Noon, Presidential Banquet Room</p>	<p><b>6</b></p> <p>Convocation: Origins, 11a, Church Tuition Freedom Day</p> <p>Deans/Chairs Advisory, 3:30p English Research Symposium, 5:30p</p>	<p><b>7</b></p> <p>Student Missions Exit Retreat (7-9)</p> <p>Vespers: Gym-Masters, 8p, Church</p> <p>Sunset, 8:06p</p>	<p><b>8</b></p> <p>Adoration, 9 &amp; 10:15a, Church SOAP Outdoor Church: Canoeing, 9:30a-6:30p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 7:30p, Church Gym-Masters Home Show, 9p, Iles</p>
<p><b>12</b></p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p>	<p><b>13</b></p> <p>Convocation: Schools/Departments, 11a, Various Locations Begin Ordering July Graduation regalia online, <a href="http://www.cbgrad.com">www.cbgrad.com</a> Spring Research Day Dean's Luncheon, Noon-1p, Presidential Banquet Room Leadership Training, 3:30-5p, White Oak Room</p>	<p><b>14</b></p> <p>Payday: Salary/Hourly/Student Faculty Fall Textbook Adoptions due, Campus Shop</p> <p>Vespers: Schools/Departments, 8p, Various Locations</p> <p>Sunset, 8:11p</p>	<p><b>15</b></p> <p>Church Services, SonRise Resurrection Pageant</p> <p>Table Games, 9p, Student Center</p>
<p><b>19</b></p> <p>Faculty Tech Bytes, Noon, Presidential Banquet Room</p> <p>Outdoor Skills Clinic, 6-8p, Outdoor Education Center</p>	<p><b>20</b></p> <p>Convocation: Student Association, 11a</p>	<p><b>21</b></p> <p>Engage [God] (21-23)</p> <p>Graduate Vespers, 6:30p Flower Vespers, 8p, Goliath Wall</p> <p>Sunset, 8:17p</p>	<p><b>22</b></p> <p>Earth Day</p> <p>Adoration, 9 &amp; 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong: I Cantori, 8p, Church Divisions: Student Organization End of the Year Parties, Various Times &amp; Locations Dusk 'til Dawn Race, 9p-6a</p>
<p>National Administrative Professionals Day <b>26</b></p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>School of Journalism &amp; Communication Research Showcase, 6:30p, Brock</p>	<p><b>27</b></p> <p>Convocation: Awards, 11a, Iles</p> <p>Graduate Council, 3:30p</p> <p>Symphony Orchestra Concert, 7:30p, Church</p>	<p><b>28</b></p> <p>Payday: Salary/Hourly/Student MSN/DNP Interviews, 9a-Noon</p> <p>Vespers: SM/TF/ERC/Religion Dedication, 8p, Church, Bill Knott Star Watch, 9p, Hickman Parking Lot</p> <p>Sunset, 8:23p</p>	<p><b>29</b></p> <p>Adoration, 9 &amp; 10:15a, Church Religion Senior Consecration, 9:30 &amp; 11a, Thatcher Chapel, Bill Knott Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Jazz Ensemble Concert, 9p, Ackerman Auditorium Open Gym Night, 9p, Iles</p>

# 2017 may

Sunday	Monday	Tuesday
<p>Key for Summer Sessions: S17S1: 1st Summer Session May 8-June 2 S17: Nursing Cohort May 15-August 17 S17S2: 2nd Summer Session June 5-July 21 S17S3: SmartStart &amp; 3rd Summer Session July 24-August 17 F17: Fall Semester August 21-December 14</p>	<p>Semester Exams (1-4)</p> <p>Cookies &amp; Fruit on the Promenade, 9a-3p, Student Center Book Buy Back, 9a-5p, Campus Shop</p>	<p>National Teacher's Day</p> <p>Book Buy Back, 9a-5p, Campus Shop Last day to make up Fall 2016 incompletes Tornado Siren Test, Noon</p>
<p><b>7</b></p> <p>Commencement, 9:30a, Chattanooga Convention Center McKee Library Closed SAT Exam, Lynn Wood</p>	<p><b>8</b></p> <p>S17 &amp; S17S1 Classes Begin MSW Intensives Part I (8-May 10) McKee Library Summer Hour: Monday-Thursday, 9a-9p Friday, 9a-Noon Sunday, 2-9p</p>	<p><b>9</b></p> <p>Winter Semester grades due, Verified 5p, Records</p>
<p>Mother's Day</p> <p>Flea Market, 8a-3p, Wood/Talge Parking Lot</p> <p><b>14</b></p>	<p>Payday: Salary</p> <p>MSN/DNP Classes Begin MSW Intensives Part I (15-17) Last day for 100% tuition refund for S17S1 class All vehicles must be registered with Campus Safety</p> <p><b>15</b></p>	<p><b>16</b></p> <p>Tornado Siren Test, 6p</p>
<p><b>21</b></p> <p>Board of Trustees Meeting</p>	<p><b>22</b></p> <p>Last day for 100% refund for S17 Last day for 50% tuition refund No tuition refund after today for S17S1</p>	<p><b>23</b></p>
<p><b>28</b></p>	<p>Memorial Day</p> <p>University Offices, Heath Center, McKee Library, Campus Shop Closed No Classes</p> <p><b>29</b></p>	<p>Payday: Salary</p> <p><b>30</b></p>



# 2017

# june

Sunday	Monday	Tuesday
<p>McKee Library Summer Hours: Monday - Thursday, 9a-9p Friday, 9a-Noon Sunday, 2-9p</p> <p>Sign-up for intramurals: <a href="http://southern.edu/intramurals">southern.edu/intramurals</a></p>	<p>Key for Summer Sessions: S17S1: 1st Summer Session May 8-June 2 S17: Nursing Cohort May 15-August 17 S17S2: 2nd Summer Session June 5-July 21 S17S3: SmartStart &amp; 3rd Summer Session July 24-August 17 F17: Fall Semester August 21-December 14</p>	
<b>4</b>	<b>5</b>	<b>6</b>
	<p>Summer Institute, 9a-4:30p, Summerour S17S2 Classes Begin Last day for 80% tuition refund for S17</p>	<p>Summer Institute, 9a-4:30, Summerour S17S2-A Intensive Sessions (6-June 17)  Tornado Siren Test, Noon  S17S1 Session class grade due, Verified 5p, Records</p>
<b>11</b>	<b>12</b>	<b>13</b>
	<p>Last day for 100% tuition refund for S17S2  All vehicles must be registered with Campus Safety</p>	
Father's Day <b>18</b>	<b>19</b>	<b>20</b>
	<p>Last day for 60% refund for S17 Last day for 50% tuition refund No tuition refund after today for S17S2</p>	<p>S17S2-B Intensive Sessions (20-July 1)  Tornado Siren Test, 6p</p>
<b>25</b>	<b>26</b>	<b>27</b>
	<p>Book Buy Back, 9a-5p, Campus Shop</p>	

Wednesday	Thursday	Friday	Saturday
	<b>1</b> Book Buy Back, 9a-5p, Campus Shop	<b>2</b> Book Buy Back, 9a-Noon, Campus Shop University Health Center Closed S17S1 Classes Ends  Vespers, 8p, Student Center Sunset, 8:49p	<b>3</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Diversions, 9:30p
<b>7</b> Summer Institute, 9a-4:30p, Summerour Last day to add S17S2 classes	<b>8</b> Summer Institute, 9a-4:30p, Summerour	<b>9</b> Payday: Hourly/Student Summer Institute, 9a-4:30p Summerour University Health Center Closed  Vespers, 8p, Student Center Sunset, 8:53p	<b>10</b> Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Diversions, 9:30p
Flag Day <b>14</b>	Payday: Salary <b>15</b>	<b>16</b> Last day to drop S17S2 classes University Health Center Closed  Vespers, 8p, Student Center Sunset, 8:56p	<b>17</b> Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Diversions, 9:30p
First Day of Summer <b>21</b>	<b>22</b>	<b>23</b> Payday: Hourly/Student University Health Center Closed  Vespers, 8p, Student Center Sunset, 8:58p	<b>24</b> Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Diversions, 9:30p
<b>28</b>	<b>29</b>	<b>30</b> Payday: Salary  Vespers, 8p, Student Center Sunset, 8:58p	

# 2017 july

Sunday	Monday	Tuesday
<p>McKee Library Hours: Monday - Thursday, 7:45a-9p Friday, 7:45a-Noon Sunday, 2-9p</p> <p>Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S17S1: 1st Summer Session May 8-June 2 S17: Nursing Cohort May 15-August 17 S17S2: 2nd Summer Session June 5-July 21 S17S3: SmartStart &amp; 3rd Summer Session July 24-August 17 F17: Fall Semester August 21-December 14</p>	
<b>2</b>	<b>3</b>	<p>Independence Day <b>4</b></p> <p>University Offices, Health Center, McKee Library, Campus Shop Closed</p> <p>Tornado Siren Test, Noon</p>
<b>9</b>	<p><b>10</b></p> <p>Summer Institute, 9a-4:30p, Summerour</p> <p>Last day for 40% tuition refund No tuition refund after today for S17</p>	<p><b>11</b></p> <p>Summer Institute, 9a-4:30p, Summerour</p>
<p><b>16</b></p> <p>University Health Center Open, 11a-Noon Campus Shop Open, 11a-1:30p</p>	<b>17</b>	<p><b>18</b></p> <p>Tornado Siren Test, 6p</p>
<p>Parents Day <b>23</b></p> <p>Campus Shop Open, 9a-5p</p>	<b>24</b>	<b>25</b>
<b>30</b>	<p>Payday: Salary <b>31</b></p>	<p>S17S1 &amp; S17S2 grades due, Verified Sp, Records office</p>

Wednesday	Thursday	Friday	Saturday
			<b>1</b> Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
<b>5</b>	<b>6</b> Last day to order July Graduation regalia online, <a href="http://www.cbgrad.com">www.cbgrad.com</a>	<b>7</b> Payday: Hourly/Student University Health Center Closed  Sunset, 8:58p	<b>8</b> Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
<b>12</b> Summer Institute, 9a-4:30p, Summerour	<b>13</b> Summer Institute, 9a-4:30p, Summerour Last day to drop S17 classes	<b>14</b> Payday: Salary University Health Center Open, 8a-Noon Summer Institute, 9a-4:30p, Summerour  Vespers, 8p, Student Center Sunset, 8:55p	<b>15</b> Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
<b>19</b>	<b>20</b> Book Buy Back, 9a-5p, Campus Shop	<b>21</b> Payday: Hourly/Student Book Buy Back, 9a-Noon, Campus Shop S17S2 Classes End  Vespers, 8p, Student Center Sunset, 8:52p	<b>22</b> Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Diversions, 9:30p, Student Center
<b>26</b> Last day to add S17S3 classes	<b>27</b>  Summer Graduation, 7p, Iles PE Center	<b>28</b> Social Work Major Application due online  School of Nursing Dedication, 2p, Collegedale Church Vespers, 8p, Church Sunset, 8:47p	<b>29</b> Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA  Diversions, 9:30p



# 2017 august

Sunday	Monday	Tuesday
<p>McKee Library Hours: Monday - Thursday, 7:45a-9p Friday, 7:45a-Noon Sunday, 2-9p</p> <p>Sign-up for intramurals: southern.edu/intramurals</p>	<p><b>JULY 31</b></p> <p>New Employee Orientation (HR), 8a-5p Last day for 100% tuition refund for S17S3</p> <p>All vehicles must be registered with Campus Safety</p> <p>Southern Online Campus Support Sessions, 1-5p</p>	<p><b>1</b></p> <p>Orientation to Teaching for New Faculty, 8a-5p, CTE</p> <p>Tornado Siren Test, Noon</p> <p>Southern Online Campus Support Sessions, 1-5p</p>
<p><b>6</b></p> <p>University Colloquium (6-14)</p> <p>Employee Picnic, 6p</p>	<p><b>7</b></p> <p>Employee In-Service, 8:30a-12:30p Last day for 50% tuition refund No tuition refund after today for S17S3</p> <p>BRIDGE Dessert, Noon, Presidential Banquet Room</p> <p>Employee Inservice, 1:30-5:30p, Lynn Wood</p>	<p><b>8</b></p> <p>Employee Wellness Assessment, 6-10a, lles</p> <p>Faculty Inservice: Center for Teaching Excellence &amp; Southern Online Campus Support Sessions, 1-5p</p>
<p><b>13</b></p> <p>Campus Ministries Orientation (13-17)</p>	<p><b>14</b></p>	<p><b>15</b></p> <p>Payday: Salary</p> <p>Tornado Siren Test, 6p</p>
<p><b>20</b></p> <p>Campus Shop Open, 9a-5p Enrollment Activities, 11a-2p, Wright Hall University Health Center Open, 11a-2p McKee Library Open, Noon-5p</p> <p>Organization Showcase, 4:30-6:30p, &amp; Supper, 5-6:30p, lles PE Center</p>	<p><b>21</b></p> <p>Classes Begin</p> <p>McKee Library Open, 7:45a-Midnight</p> <p>Softball Intramural Sign-up begins, southern.edu/intramurals</p> <p>Departments/Schools Welcome Parties, 7p, Various Locations</p>	<p><b>22</b></p> <p>S17 &amp; S17S3 grades due, Verified 5p, Records office</p>
<p><b>27</b></p> <p>McKee Library Open, Noon-Midnight</p>	<p><b>28</b></p> <p>Last day to make a change without charges or for 100% tuition refund</p> <p>All vehicles must be registered with Campus Safety</p>	<p><b>29</b></p> <p>Fee charged for add/drop "W" on transcript</p>

Wednesday	Thursday	Friday	Saturday
<b>2</b> Orientation to Teaching for New Faculty, 8a-5p, CTE	<b>3</b> Orientation to Teaching for New Faculty, 8a-5p, CTE	<b>4</b> Payday: Hourly/Student Orientation to Teaching for New Faculty, 8a-Noon, CTE Last day to drop S17S3 classes Vespers, 8p, Church Sunset, 8:41p	<b>5</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
<b>9</b> Faculty Inservice, 12:30-5:30p	<b>10</b> Graduate Faculty Luncheon, Noon-1:15p	<b>11</b> Vespers, 8p, Church Employee Colloquium Vespers, 8p, Lynn Wood Chapel Sunset, 8:34p	<b>12</b> Adoration, 9 & 10:15a, Church Employee Colloquium Sabbath School & Church Service, 10a, Lynn Wood Chapel Renewal, 11:35a, Church Connect, 11:35a, CA Open Gym Night, 9:30p, Iles
<b>16</b>	<b>17</b> Final Exams: S17S3 Book Buy Back, 9a-5p, Campus Shop Light Volunteers Reception, 5:30p	<b>18</b> Payday: Hourly/Student Book Buy Back, 9a-Noon, Campus Shop New Employee Picnic, 5:30p Vespers, 8p, Church Sunset, 8:26p	<b>19</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
<b>23</b>	<b>24</b> Convocation: Student Dedication, 11a, Church, Dave Smith ACT Exam, 1p, Lynn Wood	<b>25</b> McKee Library Open, 7:45a-2p Last day to return textbooks, Campus Shop Submit proof of insurance to Risk Management avoid charges Vespers, 8p, Church Sunset, 8:17p	<b>26</b> Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church SA Welcome Party, 9:15p, Iles
Payday: Salary <b>30</b>	<b>31</b> Convocation, 11a	Key for Summer Sessions: S17S1: 1st Summer Session May 8-June 2 S17: Nursing Cohort May 15-August 17 S17S2: 2nd Summer Session June 5-July 21 S17S3: SmartStart & 3rd Summer Session July 24-August 17 F17: Fall Semester August 21-December 14	

# GRADUATE STUDENT HANDBOOK 2 0 1 6 - 2 0 1 7

This handbook is designed to present to graduate students a statement of Southern Adventist University's non-academic policies. Graduate students are to abide by the policies appearing in this handbook. The university reserves the right to make policy changes without prior notice. For the most recent version of this handbook, visit [southern.edu/handbook](http://southern.edu/handbook). To clarify any point of non-academic policy, students may contact Student development at 423.236.2814.

# SERVICES



To use a campus phone, dial 8 before the phone number. All numbers use the (423) area code.

## MY ACCESS

### **southern.edu/access**

All Southern students and employees have a personal account on Access, Southern's campus information service. Once logged in, students can access:

- campus calendars
- campus bulletin boards
- class schedules
- email
- financial records
- grades
- important links
- online class information

## ATHLETICS

See the *Athletics* heading in the Policies and Procedures section.

## AUDIO VISUAL

### **Campus Services Building, 236.2410, southern.edu/audiovisual**

The department assists with special events and programs. Please call to arrange sound, video, and lighting services.

## BOOKSTORE/CAMPUS SHOP

### **Fleming Plaza, 236.2152, saucampusshop.com**

The Campus Shop sells course materials as well as offering select materials for rent. School and office supplies along with Southern-imprinted merchandise, cards and gifts are sold as well. The campus card may be used to charge purchases to the student's account. Cash and credit cards are also accepted forms of payment. Textbooks may be returned for credit with the original receipt and in the same condition during the first five days of the semester or within the first two days of summer sessions. The only official book buy backs take place inside the Campus



Shop on dates specified in the school calendar. Textbooks cannot be sold at this time, and a student ID card is required. Textbook price comparison can be done directly on the Campus Shop website.

### **CAMPUS SAFETY**

**Campus Services, 5061 Industrial Drive, 236.2100, [campussafety@southern.edu](mailto:campussafety@southern.edu)**

Campus Safety is available for assistance and service 24 hours a day, seven days a week. Emergencies and life-threatening situations should be reported to 911 immediately. Crimes, criminal-type activities, and life-safety problems should be reported to Campus Safety. The United States Department of Education and the State of Tennessee, Tennessee Bureau of Investigation require colleges and universities to process crime statistics on the following: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, liquor violations, drugs, weapons, arson, larceny, and hate crimes. Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website.

### **CAMPUS TALK**

**[southern.edu/campustalk](http://southern.edu/campustalk)**

Campus Talk is an online bulletin board where students and staff can post and read classified ads, upcoming events, and suggestions for improving the university. Students can receive email alerts directly to their Southern email accounts by going to a selected bulletin board and clicking "Email Alerts."

### **CHAPLAIN'S OFFICE, CAMPUS MINISTRIES**

**Student Center, 236.2787, [southern.edu/chaplain](http://southern.edu/chaplain)**

The Chaplain's Office/Campus Ministries department is here to support the spiritual needs of students. Chaplains and student ministry leaders are available for prayer, Bible study, pastoral care, and pre-marital counseling. Spiritual questions are welcome.

Over 40 student-led and organized ministries are offered on and off

campus. Students are encouraged both to participate in existing ministries and to create new ones. Current ministries on campus include Vespers, LifeGroups, Afterglow, resident hall pastoral visitation, Bible studies, Fall at the Wall, Student Week of Prayer, and Renewal worship service (Collegedale Church). Current ministries off-campus (Chattanooga area) include: Westside 4 Jesus, Flag Camp, Patten Towers, Hospital Ministry, Restore, and GRAY Nursing Home ministry. Current international ministries include two mission programs: uQuest Missions (12+, student-led short term mission trips per year) and Student Missions (60+ students per year who choose to serve 6-12 month terms of service at various positions throughout the world).

## **COMPLAINTS**

Students who have complaints of any area covered in this handbook should place the complaint in writing and refer it to the office of Student Development. Complaints are addressed by the vice president for Student Development, the director of Student Life and Activities, or the Student Development Committee.

## **COUNSELING AND TESTING SERVICES**

**Student Success Center, Lynn Wood Hall, 3rd Floor, 236.2782, [southern.edu/successcenter](http://southern.edu/successcenter)**

Various resources to help students adjust to university life are available. Personal and career counseling, consultation, testing, advisement for first-year students, and referral services are provided in a confidential, caring environment.

**Career Services.** A career counselor is available to help students identify their interest, determine their skills and learn about their personality through a variety of assessments that can aid in choosing a major and career direction. Resume assistance, job interviewing practice and other career readiness tools are also available.

**Counseling Services.** Appointments are free to all currently enrolled students and made through the office manager. Referral services to professionals in the community are also available. Communication between counselors and students is confidential and privileged as defined by Tennessee law.

**Disability Support Services - Support of Alternative Readiness (SOAR).** It is the policy and practice of Southern Adventist University, to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act regarding students and applicants with disabilities. The Support of Alternative Readiness (SOAR) mission is to assist each student in reaching their goals regardless of any physical, learning, psychological, psychiatric, or other documented disability they may have. SOAR serves to assist in advocating for reasonable accommodations that help ensure equal access to course content and evaluation. Students with disabilities, who intend to seek accommodations, are encouraged to contact SOAR

as soon as possible. Without sufficient advance notification and proper documentation, SOAR may not be able to meet your requests, or there may be delays and retroactive accommodations can not be provided

**Testing Services.** The Testing Services staff coordinates and administers testing and assessment programs that include national admission and certification tests, institutional assessment programs, individual diagnostic screening assessments, and career assessments. Southern is an established non-Saturday National Test Center for the administration of entrance examinations for students applying to graduate and professional programs. Testing Services is a member of the National College Testing Association (NCTA) and the Consortium of College Testing Centers (CCTC) and subscribes to the *NCTA Professional Standards and Guidelines*.

**First Year Experience.** FYE services assist new university students in achieving a fulfilling and balanced university experience.

## **DISABILITY SUPPORT SERVICES (DSS)**

**Lynn Wood Hall, suite 137, 236.2574,  
*southern.edu/disabilitysupport***

Southern Adventist University is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who seek to bring an Emotional Support Animal (ESA) to campus must first contact Disabilities Resources. An ESA is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy University Housing.

## **SANCTIONS**

Non-academic disciplinary procedures are under the direction of the dean of Graduate Studies and the vice president of Student Development respectively.

If suspension is a possibility, the student meets with the dean of Graduate Studies and other appropriate university officials. A decision regarding the appropriate disciplinary action is made. A student accepts this decision or has a right to appeal to the Discipline Review Committee within 48 hours of notification.

The university discipline process is separate from any criminal procedures. Discipline decisions may rely in part on information received from civil authorities but are not dependent on any civil or criminal proceedings.

## **ECLASS SUPPORT**

**Academic Technology building, 236.2086,  
*eclasshelp@southern.edu***

The Academic Technology office supports students with technical issues related to using eClass, Southern's Learning Management System. Stu-

dents may contact the eClass Help Desk by telephone, email, or walk-in. The eClass Help Desk also provides technical support to students using Turnitin, the originality checking application used on campus.

### **EMAIL/USER ACCOUNT**

To create a Southern email account, go to *southern.edu* and click "My Access." Click "Create Account," and then enter your six-digit student ID number. If you do not know your number, contact the Campus Card Desk at 236.2707.

### **EMERGENCY NOTIFICATION SYSTEM**

#### **southern.edu/notify**

Sign up for emergency notifications at *southern.edu/notify* for text/voice messages.

### **EMPLOYMENT OPPORTUNITIES**

#### **Career Services, Lynn Wood Hall, 3rd Floor, 236.2078, southern.edu/careers**

Potential employers are invited to campus to interview students. Structured programs are scheduled by various departments to recruit students for summer jobs, internships, and full-time employment. Organizations seeking to appear on campus may contact the Career Counselor in Career Services.

### **ENROLLMENT MANAGEMENT**

See the *Student Finance* heading in the Policies and Procedure section.

### **EVENSONG**

Evensong is a worship service held each Sabbath in the church, beginning about 20 minutes before sundown. Residence hall students receive worship credit for attending.

### **FOOD SERVICES**

#### **Wright Hall, 3rd Floor, 236.2708, southern.edu/food**

Three nutritious meals are served daily in the dining hall. Students can use their meal plan, credit card or cash as payment for their meal/s. Please have your method of payment with you and ready for the cashier. Students who steal, throw food, deface or destroy anything in the dining hall are subject to a \$100 or more fine and are subject to discipline.

The Deli at the Village Market is also operated by Food Services and is part of the meal plan. The Deli offers a full hot breakfast, lunch, and supper. They also have a soup and salad bar along with Grab-n-Go items such as salads, sandwich spreads, sliced meats, desserts, pizza, etc.

The Kayak in the Hulsey Wellness Center, and KR's Place in the Student Center provide fast food items and are operated by Food Services. KR's is closed during the summer. There are also vending machines in the residence halls, the Student Center, the Library, Brock Hall, and the



Nursing building that provide drinks, sandwiches, and snacks.

Special luncheons and banquets for groups may be arranged with the catering coordinator in Food Services at least two weeks in advance. Food Services is usually closed on Thanksgiving Day, Christmas Day, and the 4th of July. During these breaks The Deli at the Village Market is usually open except for Thanksgiving and Christmas Day.

## **GRADUATE STUDIES**

**Wright Hall, 236.2694, [southern.edu/graduatestudies](http://southern.edu/graduatestudies)**

Graduate Studies processes all applications for students seeking admission into graduate studies. Students must submit an application along with the required supporting documentation. When an applicant's file is complete, it is forwarded to the appropriate school for acceptance. For assistance, email [graduatestudies@southern.edu](mailto:graduatestudies@southern.edu).

## **GRADUATION**

**Academic Administration, Wright Hall, 236.2805**

Graduation is coordinated by Academic Administration. Announcements and regalia are ordered online at [cbgrad.com](http://cbgrad.com). Deadlines for ordering are printed in the calendar or visit [southern.edu/graduation](http://southern.edu/graduation).

## **LEARNING SUPPORT SERVICES**

**Student Success Center, Lynn Wood Hall, 1st Floor, 236.2838 & 236.2577, [southern.edu/learningsupport](http://southern.edu/learningsupport)**

Learning Support Services provides assistance in academic survival skills for students to implement throughout college. Tutoring is a primary resource offered by our department.

## **LIBRARIES**

**236.2788, [southern.edu/library](http://southern.edu/library)**

To provide outstanding assistance for both residential and distance education students, McKee Library offers a wide range of resources and services both online and on site.

The [southern.edu/library](http://southern.edu/library) website provides access to an array of full-text databases, indexes, e-books, peer-reviewed journals, serials, and digitized materials. Patrons utilize the library website to find books and articles, submit interlibrary loan requests, schedule consultations with librarians, reserve study rooms, renew loans, view tutorials and floor plans, access e-reserve items, and make use of the Ask-a-Question feature to get research advice.

When visiting the library facility, students can benefit from one of fifty computer workstations, borrow one of twenty wireless-enabled laptops, use an iPad or Kindle, have a group study session in one of the study rooms, attend an information literacy session, get help at the Writing Center, examine the Civil War and Mark Twain collections housed on the third and main floors, study, read newspapers, or enjoy an art display.

While on campus, users can also visit the Teaching Materials Cen-

ter—an educational curriculum collection in Summerour Hall—to explore elementary and secondary curriculum materials and teaching guides and to make use of Ellison dies, laminators, and other resources. Additional libraries include: the William G. Dever Research Library, which houses a premier collection of archaeological resources, and the School of Music's music collection located in Wood Hall. Professional librarians and staff are available to help with individual and group reference and instruction.

## **LOST AND FOUND**

### **236.2100, [southern.edu/campusafety](http://southern.edu/campusafety)**

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus. To attempt to locate a missing item or make a report of a lost item, contact Campus Safety.

## **MEDIA TECHNOLOGY**

Because media technology has the potential to hinder learning and motivation, Southern has established policies and practices regarding its use.

Students are expected to choose media content by applying Biblical standards: what is true, honest, just, pure, and brings honor to God and His creation.

Student choices that have a negative impact on their own or another student's grades and/or spirituality may result in fines and/or confiscation of equipment. Media use should not disturb neighboring rooms in residence halls or cause a distraction in common areas on campus. A television viewing room is available in each residence hall. Residence hall deans are responsible for programming these sets. In addition, two large screens are located in the student center under the supervision of the Student Life and Activities director.

Students are expected to honor provisions in the Acceptable Use Policy, which they signed through Information Technology when receiving a *southern.edu* email account and access to the Southern network. Violations of these standards may result in university disciplinary action and criminal charges through the courts.

## **RESEARCH & WRITING CENTER**

### **McKee Library, Main Floor, 236.2014, [southern.libguides.com/ResearchWritingCenter](http://southern.libguides.com/ResearchWritingCenter)**

The Research & Writing Center offers one-to-one, individualized tutorial sessions for undergraduate and graduate students. The writing tutors are dedicated, experienced peer writers who are CRLA certified, who excel at working with others in a professional academic environment, and who are trained in the research and writing process. Wherever you are in the writing process, regardless of the course or discipline, the Writing Center tutors can help.

Each session with a writing tutor lasts 25-55 minutes. You and the writing tutor will read and discuss the piece of writing you are working

on. By the time you leave the Center, you should have a clearer sense of where you want to go next and some strategies to help you get there. Writing tutors are happy to work with you on the following; brainstorming at the start of an assignment, clarifying your paper's organization and flow, developing and sustaining an argument, incorporating research and sources effectively, citing sources accurately in MLA, APA, or Chicago style, and editing your paper.

To schedule a session, visit the online scheduler at <https://southern.mywconline.com/>. You will need to register for an account first. After you have registered, you will be able to sign in and schedule an appointment at a date and time that works with your schedule. You may schedule an appointment up to the desired appointment time. You may make a 25-minute or 55-minute appointment. If you can't make it to your appointment, please cancel the appointment right away so that another student can schedule an appointment at that time. Walk-ins, of course, are also welcome, though scheduling sessions in advance is highly recommended.

If you would like to schedule an online appointment with the Research & Writing Center, this tutorial will guide you through the process: [http://knowledge.e.southern.edu/library\\_videos/14/](http://knowledge.e.southern.edu/library_videos/14/). Please note that online appointments are reserved for online students.

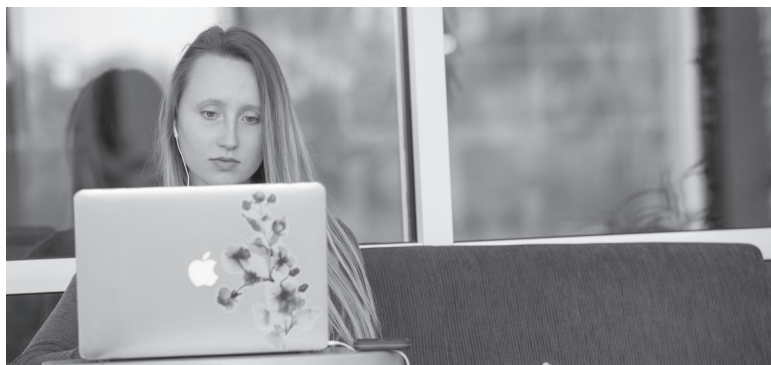
### **SEXUAL ASSAULT AND HARASSMENT**

Southern offers support for any student subject to sexual assault harassment. Assault is a crime, and when witnessed, should be reported to one or more of the following immediately:

1. Local law enforcement, 911
2. Campus Safety, 236.2100
3. Residence hall deans

If you are a victim of sexual assault:

1. Go to a safe place
2. Report the assault to local law enforcement, Campus Safety, or residence hall deans



3. Do not shower or change clothing, as this may destroy vital evidence
4. Call a close friend who can come to your location and offer you support

The following university and local resources are available:

1. Campus Safety, 236.2100
2. University Health Services, 236.2713
3. Counseling and Testing Services, 236.2782
4. Chaplain's Office, 236.2786
5. Director of Student Life and Activities, 236.2484
6. Sexual Assault Crisis Center, 755.2700

## **STUDENT ASSOCIATION**

### **Student Center, 236.2723, [southern.edu/sa](http://southern.edu/sa)**

Graduate students may participate in the Student Association by paying a fee equal to the tuition appropriated for undergraduates. Graduate students are not eligible to hold executive offices.

## **STUDENT CENTER**

### **Off K.R. Davis Promenade, 236.2611**

The following are located in the Student Center: KR's Place (snack shop), game room, prayer room, Student Association offices, Chaplain's Office, Campus Ministries, Student Development, and Student Life and Activities.

Two television sets are in the student center broadcasting CNN in the table area and sports in the game room.

## **STUDENT EMPLOYMENT**

### **Human Resources, Wright Hall, 236.2276, [southern.edu/hr](http://southern.edu/hr)**

Southern Adventist University provides students a wide range of part-time employment opportunities throughout many of the University's departments and schools. Campus employment can be a vital part of a student's experience; allowing students the opportunity to gain valuable skills and job experience while attending Southern Adventist University and offsetting the cost of tuition and living expenses.

**STUDENT EMPLOYEE PRE-EMPLOYMENT INFORMATION** Students should check the Student Job Board periodically. Student employment opportunities are posted as they become available: [www.southern.edu/studentjobs](http://www.southern.edu/studentjobs)

Southern Adventist University is committed to equal employment opportunities for all individuals. The university does not discriminate on the basis of race color, sex, age, national origin, veterans, or handicap/disability in its hiring and employment practices Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. When offered a position on campus, prospective employees (including student employees), as a condition of employment; will be asked to complete the

Form I-9 for employment eligibility verification. Documents must be unexpired and in their original form (copies, scans/faxes, and e-mail will not be accepted). For more information on acceptable Form I-9 documents, visit: [www.uscis.gov/i-9-central/acceptable-documents](http://www.uscis.gov/i-9-central/acceptable-documents). Southern Adventist University participates in E-Verify.

**MAINTAINING EMPLOYMENT STATUS** Students are encouraged to excel academically, but when hired for a student position, commitment to that responsibility is necessary in order to maintain active student employment status. To obtain more information about these and other student employment standards and conduct, please contact our Student Employment Coordinator: 423.236.2278

Enrollment eligibility for student jobs on campus: Students must either be enrolled full-time, or taking a minimum of 6 credit hours (undergraduate students) or 5 credit hours (graduate students) at Southern Adventist University.

Attendance and punctuality is expected during the entire semester, including examination week. An absence without reasonable cause, previous arrangement, or lack of notification, is sufficient reason for separation of employment.

During the academic school year (Sept. 1 to April 30), student employees are limited to working a maximum of 24 hours per week (combined hours for ALL campus positions). During the summer (May 1, to August 30), student employees are limited to working a maximum of 38 hours per week (combined hours for ALL campus positions). Further limitations on hours may apply in certain situations. Students and their supervisors are expected to work together to ensure that students do not exceed the maximum hours per week. The university prohibits harassment and sexual misconduct in the workplace. Please refer to Student Development or the Human Resources Department for more information on Sexual Misconduct: [www1.southern.edu/administration/student-services/TitleIX.html](http://www1.southern.edu/administration/student-services/TitleIX.html)



## **STUDENT FINANCE**

**Wright Hall, 236.2835, [southern.edu/finances](https://southern.edu/finances)**

Student Finance advises students about the availability of grants, scholarships, and loans from private and government sources. It is also responsible for managing student accounts.

Most financial aid is awarded based on need, so students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by going to [fafsa.ed.gov](https://fafsa.ed.gov).

Student Finance processes financial aid information and sends an award letter notifying students of their eligibility. Once the aid is accepted and the student enrolls at Southern the financial aid is credited to the student's account.

Students are encouraged to work with a student finance counselor and develop a financial budget that will cover any remaining amount owed. Students are expected to have their account paid in full or be current on a payment plan each semester. Accounts must be current by the start of each semester in order to continue enrollment at Southern and in order to continue receiving government to university financial assistance. Students or parents should contact Student Finance if their financial situation changes.

A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid. Student Finance will explain to any affected student the requirements for regaining eligibility for federal financial aid.

## **STUDENT HEALTH INSURANCE**

**Wright Hall, 2nd Floor, 236.2566, [southern.edu/risk](https://southern.edu/risk)**

### **STUDENT RECORDS**

Maintaining health insurance is strongly encouraged. As a service to our students, Southern offers a Platinum level health insurance plan through United Healthcare (UHC) at affordable rates. All graduate students enrolled in classes on campus are eligible to enroll for health insurance coverage with UHC. As an eligible graduate student having purchased your coverage, you may also purchase coverage for your spouse and/or dependent(s). To review the policy brochure describing benefits, terms, and limits go to [uhcsr.com/southern](https://uhcsr.com/southern).

Graduate students living in University housing are required by Southern to have health insurance coverage for both emergency and non-emergency health care benefits in the state of Tennessee. If you have your own plan, submit a waiver via [southern.edu/risk/students](https://southern.edu/risk/students), select 'Online Health Insurance Information Form', complete and submit the waiver. If you do not have your own insurance, you may purchase coverage by logging on to [southern.edu/risk/students](https://southern.edu/risk/students). Select and complete the 'To Enroll in United Healthcare Plan' portion of the online 'Health Insurance Information' form. Once you have purchased coverage and received enrollment confirmation, you will need to access your account and print your ID card. Log on to United Healthcare's website at [uhcsr.com/southern](https://uhcsr.com/southern). Create an account, then log in and select

the blue circle on the right that says 'ID card' and follow instructions to print your ID card. If you have not submitted a waiver by the same date as the 'Last day to add a class' your account will be automatically charged for insurance.

Insurance coverage may be purchased at the listed rate at any time throughout the school year. Charges are not prorated. For the policy to be valid, students must actively attend classes for the first 31 days after the date of policy inception. A refund of the premium is allowed in the following cases: entry into the Armed Forces or withdrawing from school within the 30 days after the policy inception date.

## **STUDENT LIFE AND ACTIVITIES**

### **Student Center, 236.2484, [southern.edu/activities](http://southern.edu/activities)**

A wide variety of social programming is coordinated through Student Life and Activities including Saturday night activities, special programs, Christmas on the Promenade, Cookies on the Promenade, etc. The director of Student Life and Activities collaborates with more than 50 student organizations to provide additional social opportunities.

The director of Student Life and Activities serves as a special advocate for student interests/challenges and coordinates assistance program for student families.

## **STUDENT MISSIONS**

### **Chaplain's Office, Student Center, 236.2787, [southern.edu/studentmissions](http://southern.edu/studentmissions)**

Currently, more than 60 student missionaries are serving for 6-12 months throughout the world. National and International opportunities are offered. It is our goal to send out 10 percent of the student body in a dedicated year of service. Many returned students speak of the strong spiritual impact the student mission year has had on their lives.

## **STUDENT RECORDS ACCESS**

### **Wright Hall, 236.2895**

Southern is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and review official records, files, and data directly related to them kept by any unit of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired. See *Student Records* policy in the Policies and Procedures section for more information.

## **STUDENT DEVELOPMENT**

### **Student Center, 236.2814**

Student Development consists of Chaplain's Office, Campus Ministries, Student Success Center (Counseling and Testing Services and Learning Success Services), residence halls, and Student Life and Activities.

The vice president for Student Development provides administra-

tive leadership, support, and direction for all matters related to student development and student life, and is a member of the President's Cabinet.

## **STUDENT WELLNESS**

### **Student Center, Chaplain's Office, 236.2787**

The Student Wellness program is designed to help improve the quality of life for people on campus and in the community. Student leaders plan, implement, and evaluate programs that promote better living. Student Wellness assists students in pursuing a wholistic, temperate lifestyle full of purpose and satisfaction. This is accomplished through encouraging changes that create a balanced life spiritually, socially, environmentally, physically, intellectually, emotionally, vocationally, and financially.

Some of the activities sponsored by Student Wellness include a yearly Student Wellness Week that brings speakers on campus, worship services that promote wellness, the Blood Assurance program, positive social activities, after-vespers social gatherings, blood pressure and body composition assessments, and exercise and nutrition programs.

## **TECHNOLOGY ON CAMPUS**

### **Information Technology , Wright Hall, 236.2712, *southern.edu/online***

The department supports computers and audio visual technology in all classrooms. Call or email for classroom technology support and campus computer support at [computersupport@southern.edu](mailto:computersupport@southern.edu).

## **TITLE IX**

In compliance with Title IX of the U. S. Higher Education Amendments (1972) Southern does not discriminate on the basis of gender. In addition to gender equity in sports, Title IX prohibits sex-based discrimination in education. It addresses gender-based discrimination and sexual violence (whether student to student, student to employee, or employee to employee). Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.

The director of Human Resources is the Title IX Coordinator and designated to resolve non-student employee grievances. Student grievance under Title IX should be presented to the Title IX Designee, the director of Student Life and Activities, who will either resolve the grievance or present it to the designated committee for resolution.

## **TRANSPORTATION SERVICES**

### **Park Lane, 236.2716, *southern.edu/transportation***

Free scheduled transportation is available to and from campus to Chattanooga airport, Groome Transportation and the local Greyhound and Mega Bus Station immediately before and after school breaks. Reservations are required and must be made online, at least 48 hours



in advance (by noon on Friday for Sunday trips). Students needing local transportation to scheduled medical appointments (such as dentist, eye doctor etc.) or Social Security office and health department, may request transport on the student transportation website special request form. Requests must be made at least 24 hours in advance and are approved based on availability. Services are offered Monday through Thursday from 8 a.m. to 5 p.m.

To make a request or view available transport times go to:

**[myaccess.southern.edu/mvc/StudentTransportation/student/newrequest](http://myaccess.southern.edu/mvc/StudentTransportation/student/newrequest)**.

## **UNIVERSITY HEALTH CENTER**

**4687 University Drive, 236.2713, [southern.edu/university](http://southern.edu/university)**

The University Health Center (UHC) is under the supervision of a physician. A nurse practitioner/physicians assistant works regular office hours, and the physician will see students at the UHC at pre-arranged times. Registered nurses also work regular office hours.

The UHC provides medical services for primary and acute/sub-acute conditions, illnesses, and injuries rather than comprehensive medical care for major problems. Chronic health conditions may be managed by the student's primary care physician, and the UHC will work closely with the primary care physician while the student is at Southern. The UHC is available to make referrals to area health care providers. The UHC is open to all current students of Southern and dependants, ages 10 and above, if they are covered by the university student health insurance.

For after-hours care (evenings, nights, and weekends)

1. **Emergencies** - For any perceived life- or limb-threatening emergency, on or off campus, emergency services should be activated by calling 911. Emergency care should NEVER be delayed due to being unable to reach the UHC.

2. Area hospitals have emergency room services available 24 hours a day, 7 days a week.

**Medical Charges:** All charges incurred at the UHC are applied to the student's account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should plan to file their own insurance. A walk-out statement summarizing fees for services provided is available by request.

Medical information is strictly confidential and may be released only with the written permission of the student. The medical record is not accessible to anyone other than the professional staff of the UHC.

The UHC retains medical records for 10 years after a student's last attendance at the university. Immunization records are kept indefinitely. To request copies of medical and/or immunization records,

please submit a written request with name, date of birth, last year attended, what records are needed, phone number, fax number, the name of the person receiving information, and your signature.

**WORSHIP OPPORTUNITIES.** Although not required of graduate students they are welcome to attend any of these services.

**EVENSONG.** Evensong is a worship service held each Sabbath in the Collegedale Church, beginning about 20 minutes before sundown.

**VESPERS.** Each Friday evening while school is in session, a vespers program is organized from the Chaplain's Office and Campus Ministries. The program is usually held in the Collegedale Church but may convene at different locations throughout the year. Vespers is a special time when the university family gathers to sing, share, pray, and worship. the vespers service, while offering a variety of programs, remains a consistently anticipated spiritual event on campus.

# POLICIES AND PROCEDURES



## **ACADEMIC POLICIES**

Students should familiarize themselves with their particular programs of study as outlined in the *Undergraduate Catalog*.

## **ATHLETICS**

### **southern.edu/intramurals**

Southern provides organized sports activities through the intramural program administered by the School of Physical Education, Health, and Wellness. The program is committed to excellence and offers activities that foster a positive, safe, and active social and moral environment. The goal of the intramural recreation program is to provide a wide variety of positive experiences for as many students as possible.

Participation in intramurals is open to:

1. Undergraduate students (enrolled on campus for more than 6 credit hours) and spouses
2. Graduate students (enrolled on campus for more than 3 credit hours) and spouses
3. Full-time employees of Southern and spouses
4. Full-time employees of the Collegedale Church and spouses

In order to protect the physical well-being of students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

Southern does not sponsor or participate in athletic competition with other educational institutions or churches.

## **AUTOMOBILES AND MOTORCYCLES**

**southern.edu/campusafety**

All students who bring a motorized vehicle onto campus must register the vehicle through Campus Safety. Vehicle registrations are good for one semester; students must re-register their vehicles each semester or summer session that they are in attendance at Southern.

Students are to place the registration decal for their vehicles in the lower left corner of the windshields. These decals give students permission to park in lots that match the color of the decal assigned to the vehicles. Failure to register a vehicle or to park in an assigned parking lot will result in a parking fine. Repeat offenders of these policies can expect their vehicles to be booted. Campus Safety is responsible for parking enforcement.

Visitor parking is found in the northwest lot in front of Wright Hall.

## **BICYCLES**

Bicycles should be ridden in a safe and courteous manner at all times. Helmets should be worn at all times. Trick riding, towing, riding with a passenger, riding on stairs, in buildings or any other deemed unsafe activity to rider or pedestrian is prohibited. Bicycles should be parked and locked in appropriate bicycle parking racks and not attached to handrails, light poles, sign posts, or parked in locations that will limit or delay pedestrian traffic or emergency exit from a building or area.

It is strongly recommended that bicycles be registered with the university through one of the residence halls. Campus Safety is responsible for monitoring and enforcing bicycle safety. Abandoned or confiscated bicycles that are not claimed after 90 days are disposed according to statutes in state law.

## **BUILDING ACCESS**

Buildings are locked and unlocked according to university set schedules. Students and visitors are to immediately leave a building at closing time. A current university faculty or staff member must accompany a student in a locked building.

## **BULLETIN BOARDS**

Bulletin board material must be approved and stamped by Student Development prior to posting. Inappropriate bulletin board material will be removed by Student Development personnel.

## **CLASS VISITATION**

Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells. Hence, visitors may not enter such gatherings unless they are official guests with legitimate business in a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions unless invited to do so.



### **CLASSROOM CONDUCT**

Professors and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom. Professors conducting extension classes from other institutions on the Southern campus share the rights spelled out by this policy.

### **CLERY ACT**

Southern complies with the federal CLERY requirements for reporting and maintaining public record of reported crimes. A daily crime log, an Annual Security Report, and other required safety information is available upon request at Campus Safety or at [southern.edu/campussafety/clery](https://southern.edu/campussafety/clery).

### **COMMUNICABLE DISEASE POLICY**

The university is committed to acting with Christian compassion toward anyone with a communicable disease. Southern is also committed to protecting the members of its community from exposure to communicable diseases. The university's position is that practicing universal contamination precautions, avoiding intravenous drug use, abstaining sexual relations outside of marriage, are the most effective ways to avoid exposure to communicable diseases. A plan with detailed procedures to accomplish these goals has been officially established and is published in the university's *Policy and Procedures Manual* and is also on file in the office of the vice president for Student Development .

### **CRIME ON CAMPUS**

**Campus Safety, 236.2100, [southern.edu/campussafety](https://southern.edu/campussafety)**

Emergencies and life-threatening situations should be reported to 911 immediately. Crimes, criminal-type activities, and life-safety problems

should be reported to Campus Safety. The United States Department of Education and the State of Tennessee, Tennessee Bureau of Investigation, require colleges and universities to process crime statistics on the following: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor violations, drugs, weapons, arson, larceny, domestic violence, dating violence, stalking, and hate crimes. Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website. Campus Safety is available for assistance and service 24 hours a day, seven days a week.

### **CROSSWALKS**

Pedestrians crossing the streets on campus should use the designated crosswalks and signaling devices. Tennessee law requires drivers to yield the right-of-way to pedestrians in crosswalks. However, no pedestrian should suddenly leave a curb or another place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. If the pedestrian does not allow reasonable time and distance for the driver to stop, the driver has the right-of-way.

### **CURFEW**

Residence halls close at 11 p.m. Sunday-Friday, and at 12:45 a.m. on Saturday. Campus curfew is midnight. The campus is closed between midnight and 5 a.m. During this time, the walking/running track and the tennis courts may be used for their intended purpose with the provision that a valid university Campus Card be shown if requested by the Campus Safety officer on duty. Loitering on campus after buildings close is prohibited. Residence hall students will be asked to return to their residence. The Student Park closes at sundown unless prior arrangements have been made through Conference Services and Events. Ropes courses and Biology Trails are closed at sundown.

### **DISABILITY SUPPORT SERVICES (DSS)**

**Lynn Wood Hall, Suite 137, 236.2574,  
[southern.edu/disabilitysupport](http://southern.edu/disabilitysupport)**

sonable accommodations that help ensure equal access to course content and evaluation. However, the university cannot assume responsibility for providing accommodations or special services to students who have not voluntarily (and confidentially) identified themselves as having a qualifying disability or to those who have not provided DSS with appropriate documentation of their disabilities.

### **DISTRIBUTION OF INFORMATION**

Anyone who desires to distribute information via pamphlets or papers on the campus of Southern must receive permission from the Administrative Council through Student Development .

## **DRESS CODE**

As a Christian educational institution, Southern has established a dress code emphasizing modesty, cleanliness, neatness, and professional appropriateness. Students are to meet the following requirements:

### **Men**

1. Modest pants worn at the waist with shirts or sweaters
2. Sabbath services (vespers, Sabbath School, church): suits or collared dress shirts and tie or turtleneck sweaters
3. Beards and mustaches clean and well groomed
4. Modest recreational apparel

### **Women**

1. Modest dresses, skirts, or pants with shirts or sweaters
2. Sabbath services (vespers, Sabbath School, church):modest skirts, dresses, or dress pants with shirts or sweaters
3. Makeup should be natural in appearance
4. Modest recreational apparel, including one-piece swimsuits

### **Men and Women**

1. Shorts are not to be worn in classroom buildings or during Convocation programs. Shorts are permitted in the dining hall during suppers and Sunday lunch
2. Shoes and shirts are required in all non-recreational public places
3. Hair is to be clean, neat, and without radical styles

### **Specifically prohibited in public are:**

1. Sloppiness, tank tops, pajamas/lounge wear, and clothing that is torn, frayed, or with printing that contradicts university standards
2. Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriiffs or shoulders, exposed camisoles, miniskirts with or without leggings, and skirts with deep slits
3. Jewelry: bracelets, necklaces, chains, medallions, earrings, and rings. Medical alert chains and bracelets are allowed. Married students may wear wedding bands. Students who wear jewelry may be fined

When working out in the Hulsey Wellness Center, modesty of dress should always be considered. Tops with sleeves and closed toed shoes must be worn on the fitness floor and walking track. No denim is allowed on the fitness floor.

Students not compliant with the dress code may be fined and subject to further discipline. Guests at Southern are encouraged to comply with the dress code.

## ENTERTAINMENT

Southern expects students to choose entertainment with discretion and to choose content that is spiritually and morally uplifting, focusing on that which is noble, right, pure, lovely, and admirable.

## FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Southern is committed to following all the requirements of FERPA. For specific information, contact Records and Advisement or see the *Student Records* heading in the *Undergraduate Catalog*.

## FIRE ALARM

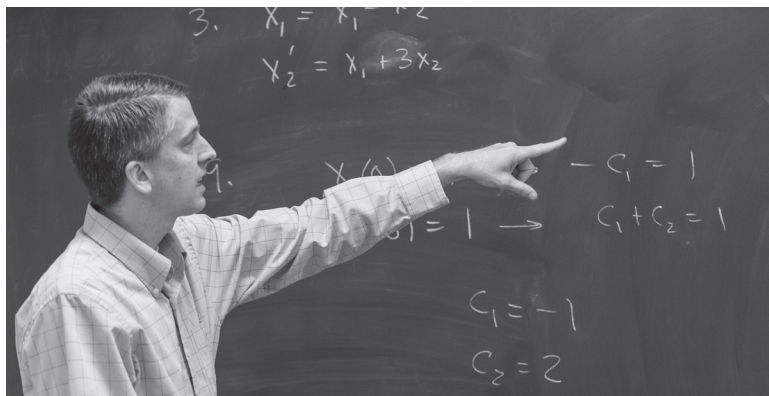
When a fire alarm sounds, everyone in the building must exit and go to the assembly area designated on each building's evacuation signs. Make sure you stay outside the collapse zone of the building. Collapse zone is 1 ½ times the height of the building. The porch is NOT outside of the collapse zone. If the alarms or emergency personnel give other instructions, follow those instructions.

## FIRE DRILL

Fire drills are required for all buildings each semester. When an alarm sounds, occupants are to follow the announced procedure promptly. There is a \$200 fine for not evacuating the building.

## FIRE HAZARDS

Candles, candle warmers, torchiere lamps, spider lamps, hot plates, toaster ovens, toasters, incense, open-flame lamps, or any other item that could cause a fire or smoke-related incident are prohibited inside buildings. Use of these items may result in a fine of up to \$200, in addition to charges covering damages caused by smoke or fire. All lamps must be UL (or similarly) listed. Power strips must be grounded (three-pronged plug), have a built-in circuit breaker, be UL approved, and be undamaged. It is recommended that power strips also have built-in surge suppression.







### **FUNDRAISING**

Fundraising by student organizations requires approval by the Student Activities Committee. Soliciting an amount exceeding \$500 requires approval by the Fundraising Committee. For further information, contact the director of Student Life and Activities. Approval must be received before any fundraising activities begin. Only organizations with current approval status may request permission to raise funds.

### **HORSES**

Due to the landscape damages, horseback riding is not allowed on campus, including the biology trails.

### **HOUSING**

Currently enrolled graduate students up to the age of 30 may live in Older Single Student Housing which arranged through the Single Student Housing Office in Talge Hall. Older students are placed 2 or 3 per apartment. For more information email [Housing@Southern.edu](mailto:Housing@Southern.edu) or call 423.236.2222.

### **HULSEY WELLNESS CENTER**

Graduate students may join the Hulsey Wellness Center for \$80 per semester, payable at the center (not on the student account). The spouse fee is \$100 for the year. The monthly rate is \$20 for students, \$10 for spouses.

### **IMMUNIZATION REQUIREMENTS**

- **PPD (TB) Skin Test**—Must be done within 6 months from the start of school. If positive, must attach a copy of a chest X-ray done within the last 5 years
- **Two MMRs** (Measles, Mumps, and Rubella)—After 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases

- **Hepatitis B** (Series of 3)—Students choose either to be vaccinated or sign a waiver.
- **Meningococcal Meningitis**—Students must choose either to be vaccinated or sign a waiver.
- **Two Varicella** (chickenpox)—For students born after 1980 or attach history of illness diagnosed by a health care provider on documentation of blood test showing immunity to Varicella.

Proof of vaccinations must be provided by submitting a copy of an official immunization record or a form by a medical provider verifying the immunization dates along with the physician's signature.

## **INTELLECTUAL PROPERTY POLICY**

Southern Adventist University recognizes that research and creative activities are integral functions of a university. The University encourages such activities by the faculty, staff, and students, and recognizes its responsibility to see that creative and scholarly works are administered for the best interest of all parties concerned, including the public.

Southern affirms that the creator of intellectual property should have maximum freedom with respect to the creation consistent with obligations to Southern and other legal entities as established by the Faculty Affairs Committee. All intellectual property produced at Southern by faculty, staff, or students is covered by this policy. Intellectual property shall consist of, for example and without limitation: inventions, creative works, patentable subject matter, teaching resources, copy-rightable materials, audiovisual materials, photographs, software, trade secrets and trademarks. No intellectual property is specifically excluded.

### **WAIVER OF UNIVERSITY RIGHTS**

1. **Time for Review:** Before the creation of any work of intellectual property using substantial University resources, the creator(s) shall notify the office of the vice president of Academic Administration. Inventors and authors shall receive the written decision of the University's intention to pursue or release rights of ownership within 45 days of the date of the formal submission to the office of the vice president of Academic Administration.
2. **Release of Invention to Inventor(s):** The University may determine that an invention will not be patented and will not be licensed or otherwise commercialized by the University. In those cases, the vice president for Academic Administration will cause ownership rights to be waived by the University.
3. **Use of Revenue:** Funds received by the University from the sale of intellectual property owned by the University shall be allocated and expended as determined solely by the University.

### **UNIVERSITY OWNERSHIP**

When intellectual property, such as works, inventions, developments, or discoveries, is created with substantial use of University facilities, whether provided by external support or not, the University will originally retain the rights to the property,

provided that it desires to commercially develop the property or to make it available to the public. If, however, the University elects not to commercially develop said property or fails to show diligence in such development, the ownership rights to that property may be acquired by the creator.

If the creator develops an intellectual property with substantial use of University facilities, she or he must make full and fair disclosure to the University of all such sources of compensation relating to that intellectual property.

Intellectual property created during a sabbatical belongs to the faculty member. Typical sabbatical plans do not require the use of substantial university resources. If the work created as part of an approved sabbatical plan requires resources beyond those normal for a sabbatical, the parties may enter into an applicable arrangement prior to the sabbatical.

## **LIBRARY**

### **236.2788, southern.edu/library**

McKee Library policies are available both in the library and online. Consideration is expected for the library facility, resources, other patrons, and library staff.

## **LOCKDOWN**

If there is an imminent threat to student or employee safety, the university may lock down the campus or portions of it. If a lockdown is announced, get into or stay in a lockable room. Stay away from windows and doors. Once the door is locked, do not open it for anyone. Wait for the all clear from emergency personnel or the alarm system. If you are outside in the open during a lockdown, move away from the area. If you are able to leave campus, this is advised.

## **MEDICAL EMERGENCIES ON CAMPUS**

### **236.2100 or 911**

Southern Adventist University has an open medical services system, meaning any person can activate the emergency medical system by calling 911 or Campus Safety.

Situations that would definitely call for emergency medical services (EMS) would include:

1. Any life threatening situation
2. Loss of consciousness
3. Difficulty breathing
4. Chest pain
5. Uncontrolled bleeding
6. Seizures
7. Detached body parts
8. Severe/uncontrollable pain
9. Visible deformity

Because every situation is different and dynamic, each situation

calls for decision making that is beyond the scope of this policy. If in doubt, call.

Calling 911 or having an ambulance on scene does not mean the patient must be transported by ambulance. A conscious, coherent, competent adult can refuse service and assume responsibility for their medical outcome.

### **MOVIES/VIDEOS/DVDS**

The Film Subcommittee must approve in advance any feature-length films to be shown on campus or during any university-related function. Current copyright laws prohibit universities and suborganizations from publicly showing movies that are intended for private use. Requests for the showing of films should be directed to the chair of the Film Subcommittee.

Academic departments/schools and residence halls may approve films for specific non-academic use. In such cases, the chair/dean plus one or more additional departmental faculty must participate in the approval process. Prior to the approval process, the department/school must contact the chair of the Film Subcommittee, who will provide film approval criteria.

### **MUSIC STANDARDS**

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God. To assist with this responsibility, a screening committee is appointed by the University Senate each year to screen student programs before they are presented. Student groups must contact the chair of the Screening Committee three weeks before their scheduled performance, so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.



## **NONDISCRIMINATION**

In compliance with all applicable federal and state regulations, the university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age.

## **PARKING**

See the *Automobiles and Motorcycles* heading in the Services section.

## **PERSONAL IDENTIFICATION**

Students are to present proper identification when requested to do so by administrators, faculty, and staff.

## **PETS**

Service animals, which perform specific tasks providing access for people with disabilities, are allowed anywhere their handlers are allowed to go. Comfort animals, which are prescribed by appropriate medical professionals, are allowed only in residences and only after approval through Housing and Disability Support Services. Students who reside in residence halls or other university student housing who own pets that do not fit any one of these categories, or have not been granted prior approval for owning a pet, may be fined for the violation.

## **PROTECTION OF PERSONAL PROPERTY**

Students should lock their rooms, apartments, vehicles, and bicycles. They should also store and lock personal items in an appropriate place. Keep a list of all valuable property, including serial numbers.

Missing items should be reported to Campus Safety, with a descrip-



tion and serial number if applicable. Southern is not responsible for damaged, stolen, or missing personal property.

Insurance is available for covering loss or damage of your items. See a residence hall dean for more information.

### **PUBLIC DISPLAY OF AFFECTION**

Students are expected to conduct themselves with discretion and in a manner that will not embarrass other people.

### **QUESTIONNAIRES, SURVEYS, AND RESEARCH**

Proposed student research must undergo a review process prior to research activity. This includes questionnaires or surveys by student organizations as well as research for class assignments. Further information and the required approval forms may be obtained from the vice president for Academic Administration or vice president for Student Development.

### **RECORDING**

The use of electronic devices as a tool for learning is highly encouraged as long as permission has been granted by those being recorded prior to recording. If the content is to be broadcast or published, documented consent must be secured from the instructor.

### **REGISTRATION**

Students register for classes online at *southern.edu/register*. Help with academic questions is available by calling 236.2899, for technical support, call 888.309.2471. Students must register for courses no later than the second week of Fall/Winter semesters and three days into Summer sessions.

### **ROOFS**

Any individual who is on the roof of a university building without authorization will be fined \$200. This constitutes trespassing and can also result in civil charges. Contact Campus Safety for authorization for classes and special projects.

### **SABBATH OBSERVANCE**

The Sabbath is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate this, the university gives primary attention to worship, rest, Christian fellowship, and service from Friday sundown until Saturday sundown. During these hours students are expected to refrain from secular activities including secular entertainment, secular music, shopping, sports, school studies, work, and other similar activities.

### **SELLING**

Sales people and buyers are not allowed to solicit on Southern's general campus, including the Student Center. Exceptions to this policy for the residence halls must be approved by the head dean in consultation with the vice president for Student Development.

## **SEVERE WEATHER**

If the outdoor tornado siren or indoor warning systems sound, seek shelter immediately—severe weather is imminent. Follow the instructions of the announcement or emergency personnel. Familiarize yourself with shelter locations in the buildings you use.

## **SKATEBOARDING AND SKATING**

Roller skating, inline skating, skate boarding, and longboarding have a risk of injury or damage. Consequently, the rider performs this activity at his or her own risk. The university assumes no liability or responsibility for injuries received while riding on university property. Administrative sanctions and/or disciplinary action may be taken toward a person who violates or disregards this policy.

Riders are to abide by the following:

1. Wearing a helmet is required. Wrist guards, elbow pads, and knee pads are recommended
2. Provide right of way to pedestrians
3. Stop at all pedestrian roadways crossings, check for cross traffic, and proceed with crossing only when it is safe to do so
4. No riding on roads, driveways, parking lots, the running/walking track, or in areas where vehicles are normally driven and operated
5. No riding inside buildings
6. No riding, jumping, or sliding on stairs, railings, curb edges, benches, walls, or trick riding
7. No hanging onto or being pulled by any moving motorized or pedaled vehicle

## **TITLE IX**

See the *Title IX* heading in the Services section.

## **TUITION REFUND**

A student who withdraws from school during the semester will receive a tuition and fees refund. This is based on the date in which the completed withdrawal form, with all returned signatures, is filed with Records and Advisement. See the *Undergraduate Catalog* for percentage details.

## **UNIVERSITY HEALTH CENTER/CHARGES southern.edu/universityhealth**

Charges incurred at the University Health Center (UHC) are applied to the student account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should file their own insurance. A walk-out statement summarizing the fees for services provided is available by request.

## **USER ACCOUNT/EMAIL**

See the *Email/User Account* heading in the Services section.





### **VEHICLE SALES**

Only university-owned vehicles are permitted to be left on campus, this includes Fleming Plaza, for the purpose of advertising for sale.

### **WORSHIP OPPORTUNITIES**

Although not required, graduate students are invited to attend and/or participate in residence hall worships, Evensong, and Vespers. For a schedule of when residence hall worships occur, please refer to the Talge Hall or Thatcher Hall newsletters. Information on Evensong, Vespers and Convocations may be obtained from the university calendar, the Campus Chatter in the Accent or on The Weekender.



# CODE OF CONDUCT



## **ACADEMIC AND DISCIPLINE GRIEVANCE PROCEDURES**

The student, who believes that he or she has been unfairly treated or disciplined, may enter into an academic grievance process. The student shall first discuss the grievance with the instructor, within two weeks of the grievance, in an informal conference. If the student believes that the solution is not appropriate, the student may submit the grievance, in writing, to the Dean of the School within four weeks of the informal conference. If the student believes that the resolution facilitated by the Dean is not appropriate, the student can appeal to the Dean of Graduate Studies within six weeks of the informal conference. The Dean of Graduate Studies will ask the Graduate Council to appoint a Grievance Committee, chaired by the Dean of Graduate Studies or his designee and including three other faculty members and two students selected by the Graduate Council. Both the student and the professor involved in the case are entitled to appear before the committee or to present a written statement of the case. The decision of the committee shall be presented in writing to the individuals involved within three days of the committee meeting unless both parties agree upon a later time. The decision of the committee is binding and will be implemented by the professor involved or the Dean of Graduate Studies.

## **ALCOHOL, TOBACCO AND ILLICIT DRUG USE**

Southern strives to maintain a safe and healthful environment for its students and employees. One way the university does this is by enforcing

ing a drug-free lifestyle for employees and students. Therefore, manufacturing, distributing, possessing, and/or using tobacco or e-cigarettes, alcohol, and illicit drugs is strictly prohibited. This restriction includes the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Though tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. It is Southern's policy to remain a safe and healthful environment. Possession, use, or distribution of tobacco products by Southern students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

By enrolling at Southern, all students agree to submit to random drug testing. If the vice president for Student Development and a residence hall dean have reasonable suspicion or evidence of drug use, they will require a student to submit to chemical screening. The student is obligated to pay the expenses of the assessment and screening if those tests are the result of the student's having violated this policy. The student is also obligated to pay the expenses in the event that a random screen reveals that the student has used illicit drugs. Any student who is found to have drunk alcoholic beverages or is in possession of alcoholic beverages will be required to submit a chemical screening.

The results of a student's failed alcohol or drug test are kept in the student's file in the office of Student Development. Consistent with the regulations of FERPA, disclosure of this information to other school officials, including professor, within the institution occur only if the institution has determined that those entities have a legitimate reason to know. As such, the schools of Nursing, Social Work, and Religion have policies that establish them as legitimate need-to-know entities.

Further information can be obtained from the *Substance Abuse Policy* booklet available in the Student Development office.

## **ASSAULT**

Students involved in an incident of physical, verbal, or sexual assault are subject to disciplinary actions that are defined in other policies in this handbook (see "Sexual Assault and Harassment" under Services and "Discipline" in this section, Policies and Procedures). Both criminal and legal action may be taken if it is determined that a crime has been committed.

## **FIREARMS AND OTHER WEAPONS**

All city, state, and federal laws and regulations governing firearms and weapons apply on university property. Firearms and guns (including but not limited to bullet, pellet, BB, and paintball), bows and arrows, blowpipes, knives (or any edged weapon over three inches from bezel to

tip), nunchucks, throwing stars, brass knuckles, and any other type of weapon prohibited by law are not allowed on campus. Violators are subject to fines, disciplinary actions, and arrest on local, state, and/or federal charges.

### **FIRE EQUIPMENT**

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject the offender to a \$200 fine and discipline. Anyone covering, tampering with, or removing a fire-system device is subject to a fine of \$200 and is responsible for damages. Tampering with fire equipment or violating fire regulations can result in civil and/or criminal charges and arrest.

### **FIREWORKS AND EXPLOSIVE MATERIALS**

Fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited. Violators are subject to fines, discipline, damage costs as a result of smoke, fire, or explosions, and arrest on local, state, and/or federal charges.

### **HAZING AND OTHER IRREGULAR ACTIVITIES**

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student is subject to discipline, including dismissal.

### **SANCTIONS**

Violations of Southern's Behavior Code are adjudicated by the Judiciary Committee. The committee is made up of 3 residence hall deans. The chair of the committee is always one of the two head deans, who serves in this role as a permanent appointment. The other two members serve two-year terms, rotated among the other residence hall deans.

If the Judiciary Committee determines that administering sanctions is the appropriate action to take, its decision is final, unless the violation is of a nature that suspension or expulsion may be considered. In this case, the vice president of Student Development will have been involved in Committee's adjudication process.

The decision regarding a sanction is communicated both in person and by letter.

Only sanctions of suspension or expulsion may be appealed. If a student chooses to appeal, the appeal must be made in typed form and submitted to the vice president for Student Development within 48 hours of the student's having received his or her letter. The vice president for Student Development has the prerogative to hear the appeal or to refer it to the Discipline Review Committee.

This committee includes the director of Student Life and Activities (Chair), dean of men, dean of women, two faculty selected by University Senate, and one faculty selected by the chair from a list of three faculty provided by the student.

Categories of sanctions are: residence hall restriction, citizenship probation, suspension, on-campus suspension, withdrawal at the end of the semester, immediate withdrawal, expulsion.

**Residence Hall Restriction** is imposed by the resident hall deans for policy violations. Possible restrictions may include some or all of the following:

1. No late leaves
2. No weekend leaves
3. No late entries
4. No grace period extensions
5. Community service options

**Citizenship Probation** places the student on notice that his/her registration may be interrupted or cancelled. It also carries some or all of the following restrictions:

1. One approved weekend leave per month to home
2. Alteration of motor vehicle privileges
3. No late leaves
4. Only one off-campus leave per week with no personal car use. The student must obtain a ride for this leave, via permission from a dean, and return to campus by sundown
5. A perfect record of presence for night checks and regular attendance at classes, Convocations, & worships
6. Loss of all student leadership positions, including Student Association and religious activities
7. No participation or public appearances for on or off-campus activities that represent the university, except for class-related events.
8. Other restrictions deemed appropriate

**Suspension** requires a student to leave campus for a specified period or for the complete term—in which case he/she is dropped as a



registered student. A student who has been suspended indefinitely must submit a request for re-admission to the vice president for Student Development . Violations typically leading to suspension are alcohol and drug use, stealing, spending the night unsupervised with a member of the opposite gender, sexual immorality, and repeated violations of university policies.

**On-campus Suspension** allows a student to remain on campus during the suspension with specific appropriate restrictions.

**Withdrawal** at the end of the semester or session allows completion of course work for that semester or session if the student's conduct is acceptable for the interim.

**Immediate Withdrawal** includes a student agreeing to move away from the university community; unwillingness to do so may result in formal dismissal.

**Dismissal** means a student will not be eligible for re-admission. Dismissal also results in the student's banning from campus.

The university discipline process is separate from any criminal procedures. Discipline decisions may rely in part on information received from civil authorities but are not dependent on civil or criminal proceedings.

A student who receives any discipline will receive a letter from the vice president for Student Development or a residence hall dean. This letter is made part of the student's official record, which is used as a reference in evaluating future behavior, and may be used when making future recommendations. Copies are sent to the parents of dependant students and to the residence hall dean, if applicable.

A student who has been administered discipline by the deans of either residence hall may appeal the decision to the vice president for Student Development . The vice president's decision may be appealed to the Discipline Review Committee. The president is the final point in the appeal process.

## **SEXUAL ASSAULT AND/OR HARASSMENT**

Southern students, faculty, and staff will not engage in or tolerate sexual harassment, which is defined as "unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct for a sexual nature." Any sexual behavior which creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable state and federal regulations and should be reported to the appropriate supervisor or residence hall dean, or the director of Student Life and Activities. Any student, faculty member, or staff member who is guilty of such activity will be subjected to discipline, including dismissal and criminal prosecution.

Southern offers support for any student subject to sexual assault or harassment. Assault is a crime and should be reported to one or more of the following immediately:

1. Local law enforcement, 911
2. Campus Safety, 236.2100
3. Residence hall deans

If you are a victim of sexual assault:

1. Go to a safe place
2. Report the assault to local law enforcement, Campus Safety, or residence hall deans
3. Do not shower or change clothing, as this may destroy vital evidence
4. Call a close friend who can come to your location and offer you support

The following university and local resources are available:

1. Campus Safety, 236.2100
2. University Health Services, 236.2713
3. Counseling and Testing Services, 236.2782
4. Chaplain's Office, 236.2786
5. Director of Student Life and Activities, 236.2484
6. Sexual Assault Crisis Center, 755.2700

## **SEXUAL MORALITY**

Southern welcomes all students into a safe and supportive environment in which to discuss and learn about a variety of issues, including those of human sexuality. The university affirms the Biblical understanding of sexuality as a gift from God. Southern promotes purity in singleness and fidelity in marriage, which it believes was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in living companionship. Departures from this norm include both heterosexual sex outside of marriage and homosexual behavior.

Southern prescribes Biblical standards of personal conduct. The university does not condone non-marital heterosexual conduct or homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would be contrary to the Seventh-day Adventist beliefs or the faith mission of the university.

The university encourages students struggling with these issues to avail themselves of opportunities for serious, confidential discussion and support through Counseling Services, 236.2782, or the Chaplain's Office, 236.2787.

## **SEXUAL MISCONDUCT**

As a Seventh-day Adventist educational institution, Southern Adventist University is committed to promoting a campus environment where sexual misconduct is not only not tolerated but also where victims of sexual misconduct of all kinds are provided support and avenues of correction. Many activities prohibited by Southern's Sexual Misconduct Policy are unlawful, and all are antithetical to the mission of the university. Therefore, Southern takes reasonable and appropriate remedial

action to prevent sexual misconduct; to eliminate any hostile environment, including retaliation; to prevent its recurrence; and to correct its discriminatory effects on the Complainant and any others. Students who violate this policy are subject to discipline, which may include dismissal from Southern, termination from employment, and, if the legal system is involved, criminal prosecution.

Conduct that violates this policy may result from actions that threaten a student or employee in any Southern-related setting, whether it is conduct between students, between employees and students, or between students and visitors to our campus. Examples of conduct that violate this policy are as follows: harassment in the form of unwelcome sexual advancements, requests for sexual favors, or any verbal or physical entreaties of a sexual nature; public indecency; rape, including spousal and statutory rape; willful exposure to HIV; incest; promotion of the performance of sexual activity, including sexual conduct performed by children and sexting; sexual exploitation of another individual, including children; solicitation; sexual trafficking; and stalking. Both federal and Tennessee law include sub-categories of a number of these examples. For a fuller discussion of the definitions of these acts, please refer to the Sexual Misconduct policy, which can be accessed at the Student Development and Human Resources pages of Southern's website. Hard copies of this policy are also found in the residence halls, in the office of Student Development, at Campus Safety, and at Human Resources.

Any Southern student, staff member, faculty member, or third party participating in any Southern program or activity who wishes to report a complaint of sexual misconduct against a Southern student may do so at any time. The procedures for reporting a complaint are found in the unabridged version of Southern's Sexual Misconduct policy. The policy also includes the process of investigation and adjudication of alleged misconduct; the rights of complainants and respondents; and a list of sanctions from which Southern's Student Sexual Misconduct Review Panel may choose should a student be found guilty of misconduct.

## **STANDARDS OF BEHAVIOR**

Students are expected to establish a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, Christian-service activities, practicing good study habits, selecting a balanced and nutritious diet, scheduling adequate periods of rest, participating in wholesome recreational and leisure-time activities, and relating responsibly and respectfully to other persons. Behaviors that do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco, and illicit drugs; gambling; dancing; improper sexual conduct; and attendance at entertainments that are spiritually or morally destructive. It is inappropriate for students of the opposite gender who are not married to each other to spend the night together. Students who engage in such behavior will be subject to discipline.

## **THEFT**

Protection against theft is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. The act of individuals taking any item they do not own without permission is regarded as theft. Students who are involved in theft are subject to prosecution and suspension or dismissal.

## **WEAPONS**

See the *Firearms and Other Weapons* heading in this section.



**ADMINISTRATION**

[southern.edu/advancement](http://southern.edu/advancement)  
[southern.edu/alumni](http://southern.edu/alumni)  
[southern.edu/conferenceservices](http://southern.edu/conferenceservices)  
[southern.edu/give](http://southern.edu/give)  
[southern.edu/marketing](http://southern.edu/marketing)  
[southern.edu/president](http://southern.edu/president)  
[southern.edu/records](http://southern.edu/records)  
[southern.edu/research](http://southern.edu/research)  
[southern.edu/risk](http://southern.edu/risk)

**ACADEMICS**

[southern.edu/archaeology](http://southern.edu/archaeology)  
[southern.edu/art](http://southern.edu/art)  
[southern.edu/biology](http://southern.edu/biology)  
[southern.edu/business](http://southern.edu/business)  
[southern.edu/chemistry](http://southern.edu/chemistry)  
[southern.edu/computing](http://southern.edu/computing)  
[southern.edu/edpsych](http://southern.edu/edpsych)  
[southern.edu/english](http://southern.edu/english)  
[southern.edu/fye](http://southern.edu/fye)  
[southern.edu/graduatestudies](http://southern.edu/graduatestudies)  
[southern.edu/history](http://southern.edu/history)  
[southern.edu/journalism](http://southern.edu/journalism)  
[southern.edu/library](http://southern.edu/library)  
[southern.edu/math](http://southern.edu/math)  
[southern.edu/modernlanguages](http://southern.edu/modernlanguages)  
[southern.edu/music](http://southern.edu/music)  
[southern.edu/nursing](http://southern.edu/nursing)  
[southern.edu/online](http://southern.edu/online)  
[southern.edu/pe](http://southern.edu/pe)  
[southern.edu/physics](http://southern.edu/physics)  
[southern.edu/religion](http://southern.edu/religion)  
[southern.edu/serve](http://southern.edu/serve)  
[southern.edu/socialwork](http://southern.edu/socialwork)  
[southern.edu/southernscholars](http://southern.edu/southernscholars)  
[southern.edu/technology](http://southern.edu/technology)  
[southern.edu/writingcenter](http://southern.edu/writingcenter)

**SERVICES**

[southern.edu/access](http://southern.edu/access)  
[southern.edu/activities](http://southern.edu/activities)  
[southern.edu/audiovisual](http://southern.edu/audiovisual)  
[southern.edu/campusafety](http://southern.edu/campusafety)  
[southern.edu/campustalk](http://southern.edu/campustalk)  
[saucampusshop.com](http://saucampusshop.com)  
[southern.edu/careers](http://southern.edu/careers)  
[southern.edu/chaplain](http://southern.edu/chaplain)  
[southern.edu/church](http://southern.edu/church)  
[southern.edu/complaintarchive](http://southern.edu/complaintarchive)  
[southern.edu/counseling](http://southern.edu/counseling)  
[southern.edu/disabilitysupport](http://southern.edu/disabilitysupport)  
[southern.edu/enrollment](http://southern.edu/enrollment)  
[southern.edu/erc](http://southern.edu/erc)  
[southern.edu/finances](http://southern.edu/finances)  
[southern.edu/food](http://southern.edu/food)  
[southern.edu/housing](http://southern.edu/housing)  
[southern.edu/hr](http://southern.edu/hr)  
[southern.edu/international](http://southern.edu/international)  
[southern.edu/intramurals](http://southern.edu/intramurals)  
[southern.edu/is](http://southern.edu/is)  
[southern.edu/learningsupport](http://southern.edu/learningsupport)  
[southern.edu/notify](http://southern.edu/notify)  
[southern.edu/parent](http://southern.edu/parent)  
[southern.edu/register](http://southern.edu/register)  
[southern.edu/studentmissions](http://southern.edu/studentmissions)  
[southern.edu/successcenter](http://southern.edu/successcenter)  
[southern.edu/talge](http://southern.edu/talge)  
[southern.edu/thatcher](http://southern.edu/thatcher)  
[southern.edu/tmc](http://southern.edu/tmc)  
[southern.edu/transportation](http://southern.edu/transportation)  
[southern.edu/universityhealth](http://southern.edu/universityhealth)  
[southern.edu/streaming](http://southern.edu/streaming)  
[villagemarketcollegedale.com](http://villagemarketcollegedale.com)  
[southern.edu/wehaul](http://southern.edu/wehaul)  
[southern.edu/wellness](http://southern.edu/wellness)  
[southern.edu/wsmc](http://southern.edu/wsmc)

**STUDENT ASSOCIATION**

[southern.edu/accnt](http://southern.edu/accnt)  
[southern.edu/sa](http://southern.edu/sa)

